EXPENSE GUIDELINES (revised Sept. 2024)

1. **TTOC Costs:** ………………………………………………………………………………… $420.00

 (this is the average cost of a TTOC and is used only for Individual PD costs.)

2. **MILEAGE:**

PRSTA mileage for all activities are based on three people per vehicle (if only one or two people are going from one area, full funding will be given).

 Dawson to Chetwynd (101 kms): return $ 123.22

 Chetwynd to Tumbler (101 kms): return $123.22

 Tumbler to Dawson (124 kms): return $151.28

 Moberly Lake to Dawson (133 kms): return $162.26

3. **ACCOMMODATION:**

a) Hotel Costs

Full reimbursement. If possible, when more than one person is attending the same event, room sharing must be done.

B) Hostess Gifts

Staying with friends in lieu of a hotel, $30.00 per night with a receipt for the claimed amount.

4. **CHILD CARE:**

a) Baby-sitting Up to $28 per day, per child, upon submission of receipts. Pets Not covered

5. **TRAVEL:** (outside of District)

 a) Air - Lowest air fare available – receipt required

 b) Taxi and Shuttles – receipt required

 c) Car Rental – if no other transportation is available – receipt required

d) Car - If a person elects to drive to an Out of District activity when flying is a viable option, reimbursement will be made up to the lowest amount of airfare to the closest airport or the lower of the two options. Mileage rates are calculated at $0.61 Per KM

6. **MEALS:** ……………………………………………………………………………….. $50.00 per day

Receipts are required for all meal expenses, no per diem is given. No liquor is covered. Maximum amount paid per day is as follows.

 Breakfast $12

 Lunch $14

 Dinner $24

7. **COURSE WORK:**

 Receipts of tuition or courses must be submitted along with the grade received upon completion. The name of the institute must be on the payment receipt and grade sheet.

**ADDITIONAL NOTES:**

***Receipts***

 All receipts must be originals from the actual establishment or carrier. Print outs of e-tickets will be accepted for airfare only. Receipts for Hostess gifts can include a meal out or gift receipt, please indicate on meal receipt that there are two people.

***Income Tax***

 Individuals are responsible for reporting any and all income on their returns, whether or not they receive a T4A recording the payment.

***Automobile Insurance***

 Teachers must carry their own automobile insurance for passenger hazard, third-party liability, collision, etc. The PRSTA will not reimburse anyone for losses incurred from accidents parking or traffic violations

PEACE RIVER SOUTH TEACHERS’ ASSOCIATION EXPENSE VOUCHER and

ALL PROFESSIONAL DEVELOPMENT ACTIVITIES (revised Sept. 2024)

*• Guidelines for calculating eligible expenses can be found on the opposite side.*

*• This form is to be used for all PRSTA activities including Professional Development.*

*• Approval Forms from Tumbler Ridge and Chetwynd Pro D Committees must be attached.*

*• Original copies of receipts should be itemized and must be attached to this form.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF ACTIVITY** (check one)

\_\_\_\_\_\_\_\_ PRSTA (Executive/Committees/Meetings) \_\_\_\_\_\_\_\_ PRO D - NID Day

\_\_\_\_\_\_\_\_ PRO D - Foundation \_\_\_\_\_\_\_\_ PRO D – S4G

\_\_\_\_\_\_\_\_ Individual PRO D (DCTA only indicate if using) Transferred Funds \_\_\_\_\_\_\_\_\_

**EXPENSES:** attach original receipts. No Payment without required documentation.

TTOC Costs ………. Number of days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ……. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (TTOC costs are taken from Ind. PD Funds first – do not include in your total expense line below)

Transportation: Airfare ……………………………………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parking/Taxi/Shuttle ……………….. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodations (or hostess gift) …………………………….. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals (must have receipts) ………………………………………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration …………………………………………………………….. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (please state) …..\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.......... \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mileage** …..to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and return ………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*If travelling by car outside of district please state lowest airfare to closest airport to destination*)

 **Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When claiming mileage for activities/meetings taking place within School District, please list below, when applicable, the individuals traveling with you.

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Send form and relevant attachments to the PRSTA Office within six weeks of the activity.*