

**Trumpeter Local #26  
Beginning Teachers Expense Claim Form**

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

**Travel**

- ❖ \_\_\_\_\_ km @ \$0.67/km (driver only) *or*
- ❖ Airfare (receipt required)

Total Travel.....\$ \_\_\_\_\_

**Meals**

- ❖ \_\_\_\_\_ Meals @ \$15.00 per meal *or*
- ❖ Receipts included

Total Meals .....\$ \_\_\_\_\_

**Accommodation**

- ❖ Official hotel receipt showing ATA rate is required
- ❖ If you shared accommodations:
  - On the receipt, write the names of all people who shared the room
  - Copy the receipt and give a copy to each person
  - Claim your share of the expenses
- ❖ Private (claim if you stayed with family or friends)
- ❖ \_\_\_\_\_ nights @ \$50.00/night

Total Accommodation .....\$ \_\_\_\_\_

**Other**

- ❖ Specify and provide receipts
- ❖ \_\_\_\_\_ \$ \_\_\_\_\_
- ❖ \_\_\_\_\_ \$ \_\_\_\_\_

Total Other.....\$ \_\_\_\_\_

**Total Claim**.....\$ \_\_\_\_\_

**Signature** \_\_\_\_\_

\*\*Submit claim to Nicole Pederson @ Roy Bickell\*