

Trumpeter Local #26 Conference Expense Claim Form

Name/School: _____

Conference: _____

Travel

❖ _____ km @ \$0.69/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 School