

**Trumpeter Local #26  
Conference Expense Claim Form**

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

Conference:

**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\*