

Trumpeter Local #26
Summer Conference Expense Claim Form

Please note that the local will pay Summer Conference claims to a maximum of \$3000.00.

Name/School: _____

Travel

❖ _____ km @ \$0.67/km (driver only) *or*

❖ Airfare (receipt required)

Total Travel.....\$ _____

Shuttle / Vehicle Rental

The local will pay \$100 for the shuttle from the Calgary airport into Banff *or*

\$100 towards a vehicle rental if you choose. (Receipts required)

❖ Shuttle receipt *or*

❖ Vehicle rental

Total Shuttle / Vehicle Rental\$ _____

Meals

❖ _____ Meals @ \$15.00 per meal *or*

❖ Receipts included

Total Meals\$ _____

Per Diem Expenses

❖ _____ days @ \$20.00/conference day

Total Per Diem.....\$ _____

Accommodation

❖ Banff Centre (receipt required)

❖ Hotel (receipt required)

❖ Private

❖ _____ nights @ \$50.00/night

Total Accommodation\$ _____

Other

❖ Specify and provide receipts

❖ _____ \$ _____

❖ _____ \$ _____

Total Other.....\$ _____

Total Claim (Must not exceed \$3000.00).....\$ _____

**Submit claim to Nicole Pederson @ Roy Bickell*