

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 @ \$0.69/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 School