



Travel Expense Claim Teacher Pro-D



For travel, include this form with Pro-D Reimbursement claim

Name: _____ School: _____

PD Event: _____

Date	Description	Kilometres	Rate (May 2023)	\$ Amount
TRANSPORTATION				
	Vehicle: From/To: _____		0.70	-
	Vehicle: From/To: _____		0.70	-
	Vehicle: From/To: _____		0.70	-
	Taxi (attach receipts)			
	Ferry (attach receipts)			
	Air Travel (attach receipts)			
MEALS (as of May 2023) # of days				
	Per Diem: Breakfast - \$ 15			-
	Lunch - \$ 20			-
	Dinner - \$ 32			-
To claim meals, travel must:				
* Begin before 7am on the date of departure to claim breakfast				
* Begin before 12pm on the date of departure to claim lunch				
* End after 6pm on the date of return to claim dinner				
	ACCOMODATIONS (attach receipts)			
Additonal costs: parking, registration, fees, etc.				
	Other (attach receipts) _____			
	Other (attach receipts) _____			
	Other (attach receipts) _____			
* Include this amount on Pro-D Reimbursement Claim Form			Total:	\$ -

Updated Apr 2024