

Mentorship Program Expense Claim Form

Please drop-off at the OSTU office (697 Martin St.) or scan & e-mail as a single document to pd67@bctf.ca

Funding Source: PD-Mentorship

Date: _____ Name: _____

Activity: _____

Activity Start/End Date: _____ Activity Location: _____

Claim for Expenses

Travel: \$ _____

Accommodation: \$ _____

Meals: \$ _____

Other: \$ _____ Details: _____

T.T.O.C. (\$350/day) \$ _____ T.T.O.C. Date(s): _____

T.T.O.C. billed to: _____

Total Expenses: \$ _____

Participant Signature: _____ **Date:** _____

OSTU PD Chair Signature: _____ **Date:** _____

Last Update: September 2017

(Please attach receipts)
Cheques will be mailed
to the home address
on file at OSTU.

Mentorship Expense Claims

Based on BCTF per diem rates, with modifications; please refer to these rates when handling expense claims.

Accommodation:

- maximum of \$150.00 per night (receipt required)
- \$25.00 per night for host family (no receipt required)

Mileage:

- \$0.50/km to a maximum of \$200.00 return to Vancouver, \$100.00 to Kamloops, and \$30.00 to Kelowna (no receipts required)
- Airfare (receipt required)
- For all other mileage expenses, please contact the District PD Chair for prior approval.

Meals:

- \$50.00/day (breakfast \$12.00, lunch \$14.00, dinner \$24.00 as the typical breakdown costs)
No receipts required

Parking:

- \$30.00/day (receipt required)

Ferry:

- at cost (receipt required)

Course Fees:

- will vary (receipt required)

TTOC:

- \$350/day

These rates represent a ceiling for daily expenses. Teachers should claim only the amount actually spent, up to these daily limits, but not use them as a default amount to claim.

Receipts are not required for meals, mileage, or the hostess gift at this time. Receipts are required for other claims.