

2023-2024 WQSB/WQTA TEACHER PIC REIMBURSEMENT FORM WORKSHOP AND CONFERENCES

Name: _____ School: _____

Name, date and location of activity (important): _____

****Please note that all PIC reimbursements will be made Direct Deposit by the WQSB. The reimbursement will not be made on your regular pay.****

EXPENSES		in CDN funds										
1. Registration		\$ _____										
2. Accommodation												
a) Hotel	\$ _____ /night x ____ nights (maximum \$325/night)	\$ _____										
b) Hostess fee	\$ _____ /night x ____ nights (maximum \$50/night)	\$ _____										
3. Transportation *												
a) Public (Bus/Train/Plane) (see page 2 for explanation)		\$ _____										
b) Car – based on destination		\$ _____										
c) Namur Supplement (West only) \$100\$		\$ _____										
d) Chapeau, Maniwaki supplement additional \$100		\$ _____										
e) Campbell’s Bay, Shawville, Kazabazua Poltimore (West only) additional \$75		\$ _____										
f) Destinations in excess of 700 km (one way) and previously approved		\$ _____										
4. Parking	* \$ _____ /day x ____ days (maximum \$50/day)	\$ _____										
5. Taxi(s) *	(maximum of \$100 from \$50/ per trip)	\$ _____										
6. Meals * (Alcoholic beverages are not covered under the PIC policy)												
\$20 Breakfast(s) x ____		\$ _____										
\$25 Lunch(es) x ____		\$ _____										
\$35 Supper(s) x ____		\$ _____										
(OR \$80.00 per diem if the workshop is all day)												
7. Substitution Cost:	Day 1 _____ / Day 2 _____ / Day 3 _____	\$ _____										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><u>Workload Minutes:</u></td> <td style="border-bottom: 1px solid black;">60 mins or less</td> <td style="border-bottom: 1px solid black;">61 to 150 mins</td> <td style="border-bottom: 1px solid black;">151 to 210 mins</td> <td style="border-bottom: 1px solid black;">Over 210 mins</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><u>Cost:</u></td> <td style="border-bottom: 1px solid black;">\$53.00</td> <td style="border-bottom: 1px solid black;">\$132.00</td> <td style="border-bottom: 1px solid black;">\$184.00</td> <td style="border-bottom: 1px solid black;">\$263.00</td> </tr> </table>			<u>Workload Minutes:</u>	60 mins or less	61 to 150 mins	151 to 210 mins	Over 210 mins	<u>Cost:</u>	\$53.00	\$132.00	\$184.00	\$263.00
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<u>Cost:</u>	\$53.00	\$132.00	\$184.00	\$263.00								
(see explanation on page 2) Substitution costs are paid first												
TOTAL		\$ _____										
Maximum		\$2000										
For prompt reimbursement, please submit your expense form and original receipts to the WQTA within 30 days of the date the expenses were incurred.												
Signature _____												
Date sent _____												

Completing Your PIC Expense Claim

- A. **Print** your NAME and the NAME OF THE SCHOOL on your claim.
- B. **Print** the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.

C. **EXPENSES**

Please keep in mind, you are only eligible for reimbursement of expenses that have been previously approved and for which you provide **original receipts** as indicated.

1. **Registration:** Fill in the dollar amount of the registration or service fee. **Receipt required.**
2. **Accommodation:** The maximum amount that can be claimed for hotel accommodation is \$325/night. **Receipt** required. The maximum amount that can be claimed for hostess fee is \$50/night. The **name and address of your hostess** must be attached to your claim.
3. **Transportation:** The amount that can be claimed for travel from Gatineau to Montreal is \$200; from Gatineau to Quebec City is \$300; and from Gatineau to Toronto is \$300. For travel by bus, plane, or train the **ticket receipt** must be attached to your claim.

Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Poltimore (West only) are entitled to an additional travel supplement of \$75. (No receipts)

Teachers living in the area of Namur are entitled to an additional \$100 when travelling to Gatineau/Ottawa or points West thereof. (No receipts)

4. **Parking:** The maximum amount allowable is \$50/day. **Receipt(s) required.**
5. **Taxi(s):** The maximum amount allowable per trip is \$50. The maximum allowable per workshop is \$100. **Receipt(s) required.**
6. **Meals:** The maximum allowable amounts are: Breakfast \$20; Lunch \$25; and Supper \$35.00. **Receipt(s) required.**
7. **Substitution:** The cost of teacher substitution is related to your **workload minutes only**. Indicate cost approved by PIC as indicated on your PIC notification. If there are changes please advise.

The total per day should be indicated as per the table below:

<u>Workload Minutes:</u>	60 mins or less	61 to 150 mins	151 to 210 mins	Over 210 mins
<u>Cost:</u>	\$53.00	\$132.00	\$184.00	\$263.00

Your Expense Claim with all necessary receipts attached should be mailed to:

Western Quebec Teachers Association
183 Freeman, Unit 102
Gatineau, QC
J8Z 2A7

(Ensure sufficient postage amounts on the envelope)