

2026- 2027 PIC CLAIM – WORKSHOP/CONFERENCE

See next page for guidelines to complete this form

Name: _____ School: _____

Event's name: _____ Date: _____ Location: _____

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

EXPENSES

Reimbursement won't exceed the approved funding amount

in CDN funds

1. Substitution Cost

1st Day: # minutes _____ ÷ 60 X \$58.69 = \$ _____

2nd Day: # minutes _____ ÷ 60 X \$58.69 = \$ _____

3rd Day: # minutes _____ ÷ 60 X \$58.69 = \$ _____

\$ _____

Minutes: This includes teaching, supervision, remediation

2. Registration

\$ _____

3. Accommodation

• Commercial \$ _____/night (max \$350) X _____ nights = \$ _____

• Private \$50/night X _____ nights = \$ _____

\$ _____

4. Transportation

• Public (Bus/Train/Plane)

\$ _____

• Car

\$ _____

For teachers using their own car and residing in following areas:

○ Namur (going West only), add \$100

○ Chapeau, Maniwaki, add \$100

○ Campbell's Bay, Shawville, Kazabazua, Poltimore, add \$75

\$ _____

5. Parking \$50/day X _____ days

\$ _____

6. Taxi(s) max \$100/event

\$ _____

7. Meals

Breakfast(s) \$20/breakfast X _____ breakfasts = \$ _____

Lunch(es) \$25/lunch X _____ lunches = \$ _____

Supper(s) \$35/dinner X _____ dinners = \$ _____

\$ _____

TOTAL \$ _____

2026-2027 Annual Maximum \$1,500

Please send this claim form **with receipts** to wqta-aeoq@videotron.ca or by fax at 819-777-0016
or mail to WQTA-AEOQ, 183 Freeman, Suite 102, Gatineau, Quebec, J8Z 2A7.

Teacher's Signature: _____

Date: _____

COMPLETING YOUR PIC CLAIM - WORKSHOP/CONFERENCE

➤ **PRINT** your name and the name of your school.

➤ **PRINT** the name, date, and location of the workshop or conference.

- Be sure to use the correct application form, there are four different forms:
 - PIC application - Workshop/Conference
 - PIC application - Credit Course
 - PIC application - QPAT Convention
 - PIC application - Non-Credit Course

➤ EXPENSES

You are eligible for reimbursement of expenses that have been approved in your application. Reminder to include taxes and exchange rates if applicable.

1. **Substitution:** The cost of teacher substitution is related to your **workload minutes and the movement between periods**. The hourly rate is the average between the rates paid to a qualified teacher vs a non-qualified teacher. **Substitution costs are paid first.**

<u>Workload Minutes:</u> This includes teaching, supervision, and remediation

2. **Registration:** Actual costs to register to the event. Membership fees are excluded. **Receipt required.**
 3. **Accommodation:** The maximum amount that can be claimed for hotel accommodation is \$350/night. **Receipt required.** The maximum amount that can be claimed for hostess fee is \$50/night. You need to include the **name and address of your hostess** with your expense claim.
 4. **Transportation:** Public transportation is reimbursed at the economy rate. **Receipt required.** Use of personal car will be reimbursed at a flat rate for the following destinations: to Montreal area and return: \$250; to Toronto area or to Quebec City area and return: \$350; and to Niagara Falls area and return: \$400. Teachers living in the areas of Campbell's Bay, Shawville, Kazabazua, and Poltimore shall be entitled to a travel supplement of \$75, added to the flat rate. Teachers living in the areas of Chapeau and Maniwaki shall be entitled to a travel supplement of \$100, added to the flat rate. Teachers living in the areas of Namur shall be entitled to a travel supplement of \$100, added to the flat rate, when travelling to Toronto and Niagara Falls areas. To other locations and return: the cost of economy public transportation or \$0.59/km for a maximum equivalent to the economy public transportation costs. Teachers using their personal car shall provide a **gas receipt** from the destination area. The gas receipt shall be for an amount covering the distance between the applicant's home and the destination. Same applies for electric car where a **proof of recharge payment** from the destination shall be presented.
 5. **Parking:** The maximum amount allowable is \$50/day. **Receipts required.**
 6. **Taxi:** The maximum amount allowable per trip is \$50. The maximum allowable per event is \$100. **Receipts required.**
 7. **Meals:** Teachers are reimbursed a fixed amount upon presentation of a receipt. Meals included in the registration fee or with the hotel booking are not reimbursed. The amounts are: Breakfast \$20; Lunch \$25; and Dinner \$35. **Receipts required.**
- Finally, please send this claim with receipts to wqta-aeoq@videotron.ca or by fax at 819-777-0016 or mail to: WQTA-AEOQ, 183 Freeman, Suite 102, Gatineau, Quebec, J8Z 2A7.