

## 2022-2023 WQSB/WQTA TEACHER PIC EXPENSE FORM

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name, date and location of activity (**important**): \_\_\_\_\_

**\*DIRECT DEPOSIT REQUEST\*** I, \_\_\_\_\_, request direct deposit, as per my biweekly salary instalments, of this expense reimbursement.

**\*\* Valid e-mail for notification:** \_\_\_\_\_

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BANK

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BRANCH

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ACCOUNT

**\*\*\* Home address:** \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

### EXPENSES

in CDN funds

**1. Registration \*** \$ \_\_\_\_\_

**2. Accommodation \***

a) Hotel \$ \_\_\_\_\_/night x \_\_\_\_\_ nights \$ \_\_\_\_\_

b) Hostess fee \$ \_\_\_\_\_/night x \_\_\_\_\_ nights \$ \_\_\_\_\_

**3. Transportation \***

a) Public (Bus/Train/Plane) \$ \_\_\_\_\_

b) Car – based on destination \$ \_\_\_\_\_

c) Namur Supplement (West only) \$100 \$ \_\_\_\_\_

d) Pontiac Supplement (West only) \$75 \$ \_\_\_\_\_

e) Destinations in excess of 700 km (one way) and previously approved \$ \_\_\_\_\_

**4. Parking** \* \$ \_\_\_\_\_/day x \_\_\_\_\_ days \$ \_\_\_\_\_

**5. Taxi(s) \*** \$ \_\_\_\_\_

**6. Meals \***

Breakfast(s) x \_\_\_\_\_ \$ \_\_\_\_\_

Lunch(es) x \_\_\_\_\_ \$ \_\_\_\_\_

Dinner(s) x \_\_\_\_\_ \$ \_\_\_\_\_

**7. Substitution Cost:** Day 1 \_\_\_\_\_ / Day 2 \_\_\_\_\_ / Day 3 \_\_\_\_\_ \$ \_\_\_\_\_

<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

(see explanation on page 2)

**TOTAL** \$ \_\_\_\_\_  
**Maximum** \$1700.00

For prompt reimbursement, please submit your **expense form and original receipts** to the WQTA within 30 days of the date the expenses were incurred.

## 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. **Print** BANK INFORMATION in boxes, E-MAIL ADDRESS and HOME ADDRESS.

D. **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 \$250/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 \$40/day. **Receipt(s) required.**
5. **Taxi(s):** The maximum amount allowable per trip is \$40. The maximum allowable per workshop is \$80. **Receipt(s) required.**
6. **Meals:** The maximum allowable amounts are: Breakfast \$20; Lunch \$20; and Dinner \$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:

<b>Workload Minutes:</b>	60 mins or less	61 to 150 mins	151 to 210 mins	Over 210 mins
<b>Cost:</b>	\$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)*