

Q.P.A.T. CONVENTION 2023

WQSB/WQTA TEACHER PIC EXPENSE FORM – Region 7

PLEASE READ THE FOLLOWING TO ENSURE NO DELAY IN PAYMENT FOR THIS PIC EVENT.

- A.** Please note that all PIC reimbursements will be made by Direct Deposit by the WQSB. The reimbursement of PIC submissions is paid out separately from your pay.
- B.** ALL **original receipts** need to be mailed or dropped off to WQTA office, **NO electronic submissions will be accepted.**
- C.** No reimbursements will be made for **any alcoholic drinks.**
- D.** The deadline to submit expense claims for Convention 2023 is NOVEMBER 30, 2023

Name:	Signature:
School:	

1. Pre-convention – Thursday October 12, 2023

Registration- (\$100 -QPAT Receipt required)	\$
Accommodation - (\$325 max. - Original Receipt required)	\$
Meals- Wednesday Supper \$35max, Thursday Breakfast \$20 max, Thursday Lunch \$20 max.	\$
Pre- Convention \$505 max. (Registration, Accommodation and meals original receipts required)	\$
Sub-total Pre-Convention	

2. Convention – Thursday October 12 and Friday October 13, 2023

Registration- NAME TAG IS REQUIRED – free for QPAT members	Provide name tag with original receipts
Accommodation - (\$325 max. Receipt required)	\$
Meals - Thursday: Supper (\$35 max. Original receipt required)	\$
Meals - Friday: Breakfast \$20 max. Lunch \$25 max. Supper \$35 max.	\$
Travel - \$200 max. <ul style="list-style-type: none"> A gas receipt from the Montreal region (any amount is acceptable) or a Montreal region hotel parking receipt or a bus or train receipt 	\$
Parking - \$50/day if applicable	\$
Convention \$690 MAX. (Registration, travel, hotel, and meal original receipts required)	\$
Sub-total Convention	
Total Cost to attend Convention 2023	

Reminder: Expense claim forms must be submitted by November 30, 2023.

MAIL or drop off this form with **ORIGINAL receipts** to the W.Q.T.A. office at: 183 Freeman, Unit 102, Gatineau, Qc. J8Z 2A7