

Q.P.A.T. CONVENTION 2022

WQSB/WQTA TEACHER PIC EXPENSE FORM – Region 7

MAIL to:

Western Quebec Teachers' Association
183 Freeman, #102, Gatineau, Qc. J8Z 2A7
Tel.: (819) 777-1475 / Fax: (819) 777-0016 / E-mail: wqta-aeoq@videotron.ca

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|---|--|--------------|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| *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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| *** Home address: _____ | | | | | | | | | | | | | | | | | |
| _____ (signature) | | _____ (date) | | | | | | | | | | | | | | | |

***NOTE:** The deadline for submission of expense claims for Convention activities is NOVEMBER 30, 2022

PLEASE PRINT

Name: _____ School: _____

Home Address: _____
No. Street City
Province Postal Code Telephone

Expenses:

1. Pre-convention – October 13, 2022

- Registration (\$110.00) (Receipt required) _____
- Accommodation (\$250.00 max.) (Receipt required) _____
- Meals (\$40.00 max.) (Receipt required) (Thursday Breakfast, Thursday Lunch) _____

\$400 MAX. (Registration, travel, hotel, and meal **original receipts required**) sub-total: _____

2. Convention – October 13 and 14, 2022

- Registration: NAME TAG IS REQUIRED – free for QPAT members
- Meals: \$110.00 max. (Meal original receipts required)
- Travel: \$200.00 max.
A gas receipt from the Montreal region (any amount is acceptable)
or a Montreal region hotel parking receipt
or a bus or train receipt
- Hotel \$250.00 (original receipts required)
- Parking: \$40/day if applicable

\$560 MAX. (Registration, travel, hotel, and meal **original receipts required**) sub-total: _____

TOTAL: _____

NOTE: Expense claim forms must be submitted by November 30, 2022. MAIL this form with **ORIGINAL receipts** to the W.Q.T.A. office at. 183 Freeman, Unit 102, Gatineau, Qc. J8Z 2A7