

Pembina Trails School Division
Professional Development Fund
Claim Form

Claimant to Complete Item Nos. 1-4(e)	SEE REVERSE FOR INSTRUCTIONS
1. Name of claimant	
2. Approval number on Application Form	2008/09- 2009/10-
3. Financial support from other sources (if applicable).	
4. Actual costs of the professional development activity to maximum of support permitted:	ATTACH <u>ORIGINAL</u> RECEIPTS
Cost Details	Amount
(a) Registration Fees	
(b) Travel (to and from Winnipeg to location of P.D. activity) – complete (i) and (ii) or (iii)	
(i) Airfare including airport taxes	
(ii) Taxi or limousine costs between airport and hotel in P.D. location and airport and home OR alternatively parking at airport in Winnipeg	
(iii) Mileage (as an alternative to airfare – if riding with others, mileage to be allocated equally amongst all riders and included on each claim form; names of all riders splitting mileage must be provided); please attach a Mileage Claim Form	
(c) Hotel Costs (room and taxes only)	
(d) Per Diem (ELIGIBLE FOR OUTSIDE MANITOBA ONLY) The per diem is intended to contribute to all expenses other than those more expressly set out in the application form. For example, the per diem contributes towards meals, taxis, limousines, parking, telephone, etc. Receipts will NOT be required for the per diem payments when filing the claim form.	
(i) IN CANADA OUTSIDE MANITOBA: No. of days of P.D. activity + day before and day after (MAXIMUM is 5 DAYS) _____ x \$50	
(ii) OUTSIDE CANADA: No. of days of P.D. activity + day before and day after (MAXIMUM is 5 DAYS) _____ x \$70 Cdn.	
(e) Other costs (IN MANITOBA ONLY) – parking, meals, etc. (receipts are required to be attached to claim form)	
TOTAL COSTS EXCLUDING SUBSTITUTES:	

Teacher's Signature

Secretary-Treasurer's Signature

Account No. 01-630-650-859-00

FOR OFFICE USE ONLY				
Detail	GST Taxable	GST Exempt	TOTAL	Payment Authorization
Expense Before GST				
GST				
Subtotal				
GST Rebate				
NET				

Claim Form Instructions

1. The fully completed Claim Form must be submitted to the Secretary-Treasurer's Department, Attention: Craig Stahlke as soon as possible after the conclusion of the P.D. activity but in no case beyond June 30 of the school year in which the approved P.D. activity was taken. Failure to submit the completed Claim Form and all attachments may result in a denial of the claim.

2. Those original receipts required on front must be attached up to the maximum of the support approved by the Management Committee.

3. Changes in the details of the P.D. activity without amending approval from the Management Committee will result in a denial of the claim.