



## TRAVEL & ACCOMMODATION FORM

If your PD funding application, or in-school remedy application includes costs for travel, accommodation, and/or meals for conferences outside the Lower Mainland but within Canada or the United States, please complete this form and attach to your PD Funding Application Form. Submit completed forms along with supporting documents to [brianna@deltateachers.org](mailto:brianna@deltateachers.org). Be sure to also review the guidelines on page 2 of this application form.

### APPLICANT INFORMATION

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

Email: \_\_\_\_\_ Date of Application: \_\_\_\_\_

### WORKSHOP/CONFERENCE INFORMATION

Title: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

### TRAVEL INFORMATION

Carpooling: Yes ☐ No ☐ If yes, list names: \_\_\_\_\_

Travel From (School): \_\_\_\_\_ to: \_\_\_\_\_ +return

Distance (km) \_\_\_\_\_ x \$ 0.72 = \_\_\_\_\_ \$ \_\_\_\_\_

Ferry / Airfare / Train: \_\_\_\_\_ \$ \_\_\_\_\_

Bus / Taxi / Ride Share / Parking: \_\_\_\_\_ \$ \_\_\_\_\_

### ACCOMMODATION DETAILS

Room sharing: Yes ☐ No ☐ If yes, list names: \_\_\_\_\_

Lodging \_\_\_\_\_ nights @ \$ \_\_\_\_\_ (up to \$200.00/night per member, including taxes) \$ \_\_\_\_\_

### MEALS

Breakfasts \_\_\_\_\_ @ \$20.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Lunches \_\_\_\_\_ @ \$25.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Dinners \_\_\_\_\_ @ \$40.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Other Expenses:

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

☐ I have **attached** screenshots of my travel supporting documents  
(including: ferry, airfare, train, parking, and other related expenses.)



## **POLICIES FOR EXPENSING TRAVEL & ACCOMMODATION**

**Travel and Accommodation Costs will be reviewed on a case-by-case basis following the guidelines below:**

### **Travel:**

Kilometre expenses may be reimbursed if the conference is outside of the Lower Mainland, within Canada or the United States. Kilometres may be expensed **from your school or worksite** to your conference or workshop. When multiple individuals are travelling together, **carpooling is encouraged to reduce expenses**. Travel costs (e.g. kms, parking, ride shares, taxi) will be divided equally among all participants. It is the responsibility of each individual to settle their share with the driver or the person who paid for the expense.

### **Accommodation:**

Lodging accommodations may be approved on nights when it is impractical to travel home. The DTA PD Fund will cover up to \$200 per night, per member. These expenses will only be considered if the conference is outside the Lower Mainland, within Canada or the United States. Lodging accommodation will not be approved for the night before a conference unless the distance and the conference's posted start and end times make it unreasonable or unsafe to travel. **Room sharing is strongly encouraged where possible to minimize costs**. If multiple individuals are sharing a room, the total cost of the room will be divided equally among all people sharing the room. Each individual will be responsible for reimbursing the person who paid for the room.

### **Meals:**

Meals provided by the conference or accommodations should not be expensed.

**Breakfast** may be expensed on conference days if an overnight stay is required and breakfast is not provided.

**Lunch** may be expensed if not provided by the conference.

**Dinner** may be expensed if required due to distance or conference timing and is not included in the conference fee. Dinner is typically not covered the night before a conference unless the location and travel time make it necessary. Dinner should not be expensed if it is reasonable to return home after the conference.

### **Receipt Submission Guidelines:**

When submitting receipts, please include a detailed breakdown of room sharing and ride costs. Be sure to submit receipts for all expenses, including lodging, parking, ride share, etc. Note that meals are covered by per diem rates and do not require receipts. Gas expenses are reimbursed based on kilometre rates and also do not require receipts. If any of your expenses are in USD, please provide your credit card statement with all other transactions redacted, except for the one you're claiming. This will help verify the conversion rate at the time of the transaction.