



# PRO-D & TRAVEL EXPENSE CLAIM FORM-TTOC (2020-2021)

-- Please submit to the STA Office --

CLAIMANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Name of Convention / Workshop / etc.:\*

DATE(S) HELD: from \_\_\_\_\_ to \_\_\_\_\_

**LIST ALL EXPENSES BELOW**

(ATTACH ORIGINAL RECEIPTS) except for meals

**INVOICE TOTAL**

Registration Fees: _____	\$ _____
Breakfast: _____ @ \$14	\$ _____
Meals: Lunch: _____ @ \$16	\$ _____
Dinner: _____ @ \$26	\$ _____
Hotel: _____	\$ _____
Transportation: _____	\$ _____
Mileage: _____ km x 0.54	\$ _____
Other: (Professional Memberships, PSAs, Parking, Resources (provide titles) etc.):	\$ _____
_____	\$ _____
_____	\$ _____

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

I have worked at least 8 call outs in SD63 from July 1 - June 30 of the current school year.

I currently hold another contract and teach part-time.

% of day (FTE)	School

Please send my payment to:  
(list a school or mailing address)

\_\_\_\_\_  
Signature of **Claimant**

**Total Reimbursement to Teacher** \$ \_\_\_\_\_

In addition to these expenses, I also engaged a TTOC to cover my part-time teaching assignment.  
FTE Callout: % of day (FTE)..... @ \$364 = .....  
Name of TTOC: \_\_\_\_\_ Date(s): \_\_\_\_\_

\_\_\_\_\_  
Approved by STA **Pro-D Chairperson**

\* **Out of Province Travel** requires you to complete an **Approval Request** form which can be found on your ESS-My Dashboard under the Miscellaneous heading.