



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
**CONFERENCE & TRAVEL EXPENSE CLAIM FORM**

LL# 857903  
**DKC-E-1**

NAME & POSITION:					
SCHOOL/LOCATION:					
NAME OF CONFERENCE: (or other reason for claim)					
DEPARTURE – DATE AND TIME:	Date:		Time:		
RETURN – DATE AND TIME:	Date:		Time:		
LOCATION & PURPOSE OF TRIP:					

**EXPENSES CLAIMED:** (Original receipts are required for expenses in categories A, B, C and E)

<b>A. Conference Registration (INCLUDE confirmation of registration)</b>					
					<input type="checkbox"/> Paid by Division <input type="checkbox"/> Paid by Employee
<b>B. Airfare (INCLUDE online confirmation and boarding pass)</b>					
					<input type="checkbox"/> Paid by Division <input type="checkbox"/> Paid by Employee
<b>C. Accommodation (INCLUDE hotel bill)</b>					
					<input type="checkbox"/> Paid by Division <input type="checkbox"/> Paid by Employee
<b>D. Meals (INCLUDE agenda / program from conference)</b>					
DATE	Breakfast	Lunch	Dinner	Incidentals	Daily Total
IN USA - \$USD	\$ 15.00	\$ 20.00	\$ 35.00	\$ 10.00	\$ 80.00
WITHIN MB - \$CDN	\$ 12.00	\$ 15.00	\$ 25.00	\$ 11.00	\$ 63.00
OUTSIDE MB - \$CDN	\$ 15.00	\$ 20.00	\$ 35.00	\$ 10.00	\$ 80.00
August 1, 2018	\$ 15.00		\$ 35.00	\$ 10.00	\$ 60.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
For USD, use the average FX rate for all days, as found on the Bank of Canada website				<b>FX RATE</b>	\$ -
<a href="https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/">https://www.bankofcanada.ca/rates/exchange/daily-exchange-rates-lookup/</a>				<b>CDN TOTAL</b>	\$ -

E. Special Expenses			
Date	Type of Expense	USD Amount	CDN Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
FX RATE			\$ -
CDN TOTAL			\$ -

F. Total of GST Paid	
Total of GST Paid (office use only)	\$ -

Total of Sections A, B, C, D, E	\$ -
Less Paid by Division	\$ -
Less Advance Received	\$ -
Balance Due (if negative number - balance is due to School Division)	\$ -

ACCOUNT # TO BE CHARGED: 01-

Signed (claimant):

Approved (for office use only):

**PLEASE NOTE:**

**PRINT and SIGN this form and attach ORIGINAL receipts.**

**FORWARD a completed and approved claim form to Board Office no later than 14 days after returning from the Conference.**

**ATTACH your airline confirmation and boarding pass.**

**ATTACH your conference agenda/program.**

Revised August 2018 Former DLC-E, 72160v3

This personal information is collected under the authority of the Public Schools Act and the Freedom of Information and Protection of Privacy Act (FIPPA), and will be used for the purpose of financial administration and reporting. If you have any questions about the collection of this information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.