



VERNON TEACHERS' ASSOCIATION

4004 - 31 Street Vernon BC V1T 5J6 • Tel (250) 542-0456 • www.Vernonta.com

Name: _____
Last Name First Name

Address: _____

City: _____ Postal Code: _____

Expenses in connection with: _____

Date(s) of event: _____

<u>TRANSPORTATION</u>	\$
Automobile (km): <input style="width: 50px;" type="text"/> x 0.70 From: <input style="width: 100px;" type="text"/> + Return <input style="width: 50px;" type="text"/>	
Carpooling (km): <input style="width: 50px;" type="text"/> x 0.10 x <input style="width: 50px;" type="text"/> 5 (#) passengers. List names below	
<i>Passenger 1:</i> <input style="width: 100%; height: 15px;" type="text"/>	
<i>Passenger 2:</i> <input style="width: 100%; height: 15px;" type="text"/>	
<i>Passenger 3:</i> <input style="width: 100%; height: 15px;" type="text"/>	
<i>Passenger 4:</i> <input style="width: 100%; height: 15px;" type="text"/>	
<i>Passenger 5:</i> <input style="width: 100%; height: 15px;" type="text"/>	
Bus: <input style="width: 50px;" type="text"/> Taxi: <input style="width: 50px;" type="text"/> Parking: <input style="width: 50px;" type="text"/>	
Ferry \$: <input style="width: 50px;" type="text"/> From: <input style="width: 100px;" type="text"/> + Return <input style="width: 50px;" type="text"/>	
<u>MEALS</u>	\$
Breakfasts @ \$20 on (dates) # of meals: <input style="width: 50px;" type="text"/>	
Lunches @ \$25 on (dates) # of meals: <input style="width: 50px;" type="text"/>	
Dinners @ \$40 on (dates) # of meals: <input style="width: 50px;" type="text"/>	
ORIGINAL RECEIPTS FROM THE ESTABLISHMENT ARE REQUIRED FOR ALL EXPENSES BELOW THIS LINE:	
Airfare: <input style="width: 50px;" type="text"/> To: <input style="width: 100px;" type="text"/> + Return <input style="width: 50px;" type="text"/>	
Car Rental: <input style="width: 50px;" type="text"/>	
Hotel: <input style="width: 50px;" type="text"/> # of Nights <input style="width: 50px;" type="text"/>	
CONFERENCE registration and fees: <input style="width: 50px;" type="text"/>	
OTHER EXPENSES (provide detail)	
Expense Example 1: <input style="width: 100%; height: 15px;" type="text"/> Detail: <input style="width: 100%; height: 15px;" type="text"/>	
Expense Example 2: <input style="width: 100%; height: 15px;" type="text"/> Detail: <input style="width: 100%; height: 15px;" type="text"/>	
Expense Example 3: <input style="width: 100%; height: 15px;" type="text"/> Detail: <input style="width: 100%; height: 15px;" type="text"/>	
Expense Example 4: <input style="width: 100%; height: 15px;" type="text"/> Detail: <input style="width: 100%; height: 15px;" type="text"/>	
TOTAL EXPENSES:	
ADVANCES FROM SCHOOL BASED PRO-D ACCOUNT <input style="width: 50px;" type="text"/>	
AMOUNT DUE	

ALL RECEIPTS & VOUCHERS MUST BE ORIGINAL

Date: Signature: (PD Chair)