

Q.P.A.T. CONVENTION 2020

WQSB/WQTA TEACHER PIC EXPENSE FORM – Region 7

MAIL to:

Western Quebec Teachers' Association
183 Freeman, #102, Gatineau, Qc. J8Z 2A7
Tel.: (819) 777-1475 / Fax: (819) 777-0016 / E-mail: wqta-aeoq@videotron.ca

DIRECT DEPOSIT REQUEST I, _____, request direct deposit, as per my biweekly salary instalments, of this expense reimbursement.																					
** Valid e-mail for notification: _____																					
<table border="1"><tr><td> </td><td> </td><td> </td></tr></table> BANK				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> BRANCH							<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> ACCOUNT										
*** Home address: _____																					
_____ (signature)		_____ (date)																			

***NOTE:** The deadline for submission of expense claims for Convention activities is NOVEMBER 30, 2020

PLEASE PRINT

Name: _____ School: _____

Home Address: _____
No. Street City

Province

Postal Code

Telephone

Expenses:

1. Pre-convention – October 15, 2020

- Registration (\$110.00) (Receipt required) _____
- Accommodation (\$200.00 max.) (Receipt required) _____
- Meals (\$30.00 max.) (Receipt required) _____

\$340 MAX. (Registration, travel, hotel, and meal **original receipts required**) sub-total: _____

2. Convention – October 16, 2020

- Registration: NAME TAG IS REQUIRED
- Meals: \$100.00 max. (Meal original receipts required)
- Travel: \$150.00 max.

A gas receipt from the Montreal region (any amount is acceptable)
or a Montreal region hotel parking receipt
or a bus or train receipt

- Parking: \$20/day if applicable

\$490 MAX. (Registration, travel, hotel, and meal **original receipts required**) sub-total: _____

TOTAL: _____

NOTE: Expense claim forms must be submitted by November 30, 2020. MAIL this form with ORIGINAL receipts to the W.Q.T.A. office at. 183 Freeman, Unit 102, Gatineau, Qc. J8Z 2A7