Expense Claim Form 2024-2025 for Parkland Teachers' Local 10

For Office Use Only

Cheque #

Amount $

Date:

Cheque Payable to: _____

Home Mailing Address: _____

School you work at: _____

Date of Event	Expense Code	Purpose/Event/Description/Invoice #	Kilometers @ 0.67	Amount	
Signature X_____					
Date:			**TOTAL**		

5010 ARA
5020 Summer Conf
5030 Convention
5040 LocAdmin Bank Chg
5050 LocAdmin Supplies
5060 LocAdmin Postage
5070 LocAdmin Printing
5080 LocAdmin Telephone
5090 LocAdmin Mileage
5100 LocAdmin Clerical
5110 LocAdmin Pres Release
5120 LocAdmin Meals
5130 LocAdmin Other
5135 Political Involvement
5140 LocAdmin Rent
5145 LocAdminOffice Cleaning

5150 LocalAdmin Insurance
5160 LocAdmin Gen Mtgs BUGM/AGM
5170 LocCouncil Mileage
5181 LocCouncil Meals/Allow
5185 Loc Council Prizes/Flowers
5190 Exec/Division TBAC
5200 Honorarium
5210 Sal Neg-TW
5220 Sal Neg-Mileage
5230 Sal Neg-NSC
5240 Sal Neg-TWAC
5250 Sal Neg-Other
5260 Audit
5280 Prof Del Committee
5320 Prof Del PLC

5322 PD Book Fund
5325 Wellness Grant
5340 Comm/Pub-News
5365 World Teachers' Day
5370 Donations-Scholarship
5371 Donations-Condolences
5375 Donations – ATA Trust
5380 Miscellaneous
5390 Depreciation
5400 Social Committee
5450 Subst Committee
5600 Teacherage – Heritage
5700 DEHR
5800 WIL Committee
5850 Committees Retreat

In order to be reimbursed, members claiming expenses must submit a signed and completed claim form by June 15 of the school year or as outlined in application for funding. Exceptions will be made for expenses incurred after June 15 in which expense forms must be submitted by June 30 of the school year. Completed claim forms can be emailed to treasurerparkland@gmail.com