Expense Claim Form for Parkland Teachers’ Local 10

Cheque Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home** Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School you work at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submitted Cheque #**\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Date of Event | Expense Code | Purpose/Event/  Invoice # | Kilometers @ 0.65 | Amount |  |
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| Signature X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |
| Date: | | | **TOTAL** |  |  |

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| 5010 ARA  5020 Summer Conf  5030 Convention  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 LocAdmin Office Cleaning | 5150 LocalAdmin Insurance 5340 Comm/Pub-News  5160 LocAdmin Gen Mtgs BUGM/AGM 5360 Comm/Pub-Ads  **5170 LocCouncil Mileage** 5361 Comm/Pub-Other  5180 LocCouncil Meals 5365 Comm/Pub-Other  5185 Loc Council Prizes/Flowers 5368 Comm/Pub – Trade Fair  5190 Exec/Division TBAC 5370 Donations-Scholarship  5200 Honorarium 5371 Donations-Condolences  5210 Sal Neg-TW 5375 Donations – ATA Trust  5220 Sal Neg-Mileage 5380 Miscellaneous  5230 Sal Neg-NSC 5390 Depreciation  5240 Sal Neg-TWAC 5400 Social Committee  5250 Sal Neg-Other 5450 Subst Committee  5260 Audit 5500 C2 Committee  5280 Prof Del Committee 5600 Teacherage – Heritage  5320 Prof Del PLC 5700 DEHR |  |
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