



BCGEU Professional Development Expense Claim

Invoice Date m/d/y				Employee ID
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Payee (as it should appear on cheque or JV) – Individual or Department (department name & speed chart)			
Address			
City	Prov.	Postal Code	Contact Telephone Number

Professional Development Expenses

Expense Amounts	GST	Expense Description (attach original receipts)
\$	Total Expenses	
\$	Net Amount to Traveler	
\$	Net Amount to Department	If department is to be reimbursed please attach a copy of the department PCard (Visa) statement and department GL account(s) printout that will show the expenditure.

(print a second expense claim if additional entry lines are required)

Payees Signature	Date mm/dd/yy
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I certify that I will not claim reimbursement for these expenses from any other source and further confirm the information provided in this application is correct.

Signature of Department Head/Managers Approval is needed if funded or partially funded by department.

Approval Signature	Date mm/dd/yy
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For meal per diems, please indicate meal types (ie: breakfast, lunch, dinner) under 'expense description' column.

Current rates: Breakfast: \$14, Lunch: \$16, Dinner: \$30, Mileage: \$0.49/km

Please include all receipts and submit to BCGEU SSPD Fund Coordinator, ADM002 (Human Resources) **Emailed claim forms not accepted.**
August 2017