

HGTA Pro-D Form 2:

c/o Box 702 Queen Charlotte, BC V0T 1S0

Post-Activity/Purchase Claim

Revised December 2016

Claimant: _____

Phone: _____

Address: _____

A. TRAVEL COSTS calculated by Kilometre Rate = 53¢/km

Date	Purpose	Destination	Home	Total Dist.	Rate	Cost
					X _____	
					X _____	
					X _____	

Total Mileage

B. OTHER TRAVEL EXPENSES

Date	Purpose	Destination	Supplier	Cost

Other Travel Expenses

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C. OTHER EXPENSES

Date	Purpose	Supplier	Cost

Total Other EXPENSES

TOTAL Travel

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Per Diem (no receipts required)

Breakfast	\$12.00
Lunch	\$14.00
Dinner	\$24.00

TOTAL Claim

Total In Account

TTOC costs portion

Total Approved for Disbursement

Kilometers (one way)

	QCC	SkidL	Sand	Skid	Tlell	Port	Masset	OM
QCC	X	8	21	11	54	68	113	118
Skid L	8	X	13	3	46	60	105	110
Sand	21	13	X	16	59	74	119	124
Skid	11	3	16	X	43	57	102	107
Tlell	54	46	59	43	X	21	59	64
Port	68	60	74	57	21	X	45	50
Masset	113	105	119	102	59	45	X	5
Old Mass	118	110	124	107	64	50	5	X

Please complete this form and give it to your PD rep. They should keep copies of everything and send the original to the Chair along with receipts. The Chair will send a signed photocopy back to your rep along with the cheque. Disbursements will only occur after the event.

Books by:

Amount:

C-Date:

Check Number:

Teacher: _____

Date: _____

School Rep: _____

Date: _____

PD Chair: _____

Date: _____