

Early Learning and Child Care

Reimbursement of Professional Development Expenses: Travel Expenses

(Attach this form to the Application for each person who incurred expenses other than registration)

Name of Individual who incurred expenses _____

Licensed Child Care Facility _____

Professional Development Event _____

Location _____ Date(s) _____

Travel Itinerary and Times (must be completed in order to claim travel expenses)

Date	Departure From:	Time of Departure	Arrival To:	Time of Arrival

Eligible Travel Expenses

- Travel costs – (Receipts required for bus. Private vehicle travel at a set, per-kilometre rate on same terms as government employees. Other modes of travel considered on a case-by-case basis).
- Accommodation – costs for two-day events and for events for which the person would otherwise have had to leave home before 7:00 a.m. (receipts required).
- Meals – only if not provided at the event (receipts not required; per diem rate on same terms as government employees).

Type of Expense	Details	Amount
Transportation	Bus (receipts required)	
	Private Vehicle: # of kilometres _____ x 0.4625¢ and/or 0.4980¢ (north of 54 th) x 1 or x 2 (return trip)	
Accommodation	Hotel (receipts required)	
Meals – A meal allowance will not be paid for: <small>Note: Payment will not be made for meals provided at the event.</small>	Breakfast (if departure is later than 7:30am, or the return is earlier than 8:30 am) \$10.00	
	Lunch (if departure is later than 11:30am, or the return is earlier than 12:30 pm) \$18.00	
	Supper (if departure is later than 5:30pm or return is earlier than 6:30pm) \$23.00	
(NOTE: add this total to the application under travel expenses) Total:		

Signature of Individual who incurred expenses

Date