



## Personal Professional Development Fund Expenses

Name			Email:
School			
Date			
Conference	Dates	Location	
Expenses		Details	Amount
<b>Air Transportation</b>		<input type="checkbox"/> Air (Economy class return)	
Airfare Receipt Cost and Itinerary		<input type="checkbox"/> Flight Cancellation Insurance	
Baggage Receipt		<input type="checkbox"/> Baggage (1 piece each way)	
<b>Transportation (If Not Flying)</b>		<input type="checkbox"/> Return Trip by Auto (mileage = .54 per km)	
Receipt Required		<input type="checkbox"/> Train	
(Parking, Taxi, Rental Car not covered)		<input type="checkbox"/> Bus	
		<input type="checkbox"/> Other	
<b>Lodging</b>		Hotel	
Receipt Required			
Original Hotel Receipt			
<b>Daily Per Diem</b>		Conference days (\$ 75.00 per day)	
No Receipts Required		Travel days (Up to \$ 75.00 per day)	
<b>Conference Fees</b>			
Receipt Required			
<b>Subtotal</b>			
<b>Total amount owing to employee</b>			
Signature			Date

Please attach receipts for everything except the daily per diem, sign the form and send to the **RETTA Office** through the divisional mail.

**November 2015**