



Personal Professional Development Fund Expenses

Name			Email:
School			
Date			
Conference	Dates	Location	
Expenses		Details	Amount
Air Transportation		<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)	
Transportation (If Not Flying)		<input type="checkbox"/> Return Trip by Auto (mileage = .61 per km)	
Receipt Required		<input type="checkbox"/> Train	
(Parking, Taxi, Rental Car not covered)		<input type="checkbox"/> Bus	
		<input type="checkbox"/> Other	
Lodging		Hotel	
Receipt Required			
Original Hotel Receipt			
Daily Per Diem		Conference days (\$ 125.00 per day)	
No Receipts Required		Travel days (Up to \$ 125.00 per day)	
Conference Fees			
Receipt Required			
Subtotal			
Total amount owing to employee			
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.

May 2022