



Beautiful Plains School Division

Professional Development Expense Account

"For approved mileage and/or out-of-pocket expenses".

EMPLOYEE'S NAME:	SCHOOL:
CONFERENCE or MEETING ATTENDED:	
LOCATION:	DATES:
NAME OF PASSENGERS <i>(if any)</i> :	

EXPENSES - *(for G.S.T. purposes – please attach copy of registration form and expense receipts)*

Registration	
Transportation _____ km @ \$_____ km	
Out-of-Pocket Expenses <i>(meals, accommodations, etc.)</i> <u>Please list details:</u>	
TOTAL	

* Mileage rate is 25¢ per kilometer for the driver plus 3¢ per kilometer per passenger attending the P.D. event.

_____ <i>Claimant's Signature</i>	_____ <i>Principal's Signature</i>	_____ <i>Division Approval</i>
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