



# Ontario Secondary School Teachers' Federation District 14

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## Professional Development REIMBURSEMENT CLAIM FORM

For 2016 – 2017 School Year

(Semester deadlines - due to District Office by January 16, 2017 or June 16, 2017)

### CONTACT INFORMATION

BARGAINING UNIT: Teachers \_\_\_ Occasional Teachers \_\_\_

Issue Cheque To:	Name:	Phone:
Address to Mail Cheque To:		
Description of the Professional Development Activity (This may be useful as the Committee reviews the Reimbursement Claim)		
Location of P.D. Activity		
Date(s) of P.D. Activity		

### EXPENSES TO BE REIMBURSED

### TOTALS

**1. Registration / Course Fee**

Be sure to attach original receipts.

\_\_\_\_\_

**2. Mileage**

To: \_\_\_\_\_ kms From: \_\_\_\_\_ kms Total kms: \_\_\_\_\_  
X \$0.42

\_\_\_\_\_

**3. Accommodation**

Be sure to attach original receipts.

\_\_\_\_\_

**TOTAL CLAIM** \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Executive or Chair's Signature Date