



Northwest Territories Teachers' Association

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2018 NWT Educators' Conference
February 19-21, 2018 - Yellowknife, NT

EXPENSE CLAIM

NAME: _____

SCHOOL: _____

Driving from Home Community to Yellowknife:

Home Community: _____ to Yellowknife

_____ km (GNWT distance grid, not odometer) x \$0.595/km =

_____ km (GNWT distance grid, not odometer) x \$0.255/km (convenience rate) = \$ _____

**convenience rate applies if NWTTA arranged travel & drive was member choice*

Driving Total

Taxis (receipts required) to/from airport in home community

Taxis (receipts required) to/from Yellowknife airport and hotel if no shuttle/bus provided

<u>Taxi Ride Date</u>	<u>Origin</u>	<u>Destination</u>	<u>Receipt Amount</u>	
February __, 2018	_____	_____	\$ _____	
February __, 2018	_____	_____	\$ _____	
February __, 2018	_____	_____	\$ _____	\$ _____
				Taxis Total

Child Care to a maximum of \$25/day (receipts required)

Number of Days: _____ x \$25 = \$ _____
Child Care Total

TOTAL EXPENSE CLAIM \$ _____
(leave blank if Driving \$ unknown)

Claimant's Signature

Date

(submit AFTER conference is complete with receipts to finance@nwtta.nt.ca or fax 867-873-2366)