



Northwest Territories Teachers' Association

5018 – 48th Street • P.O. Box 2340 • Yellowknife, NT • X1A 2P7
Telephone: (867) 873-8501 • Fax: (867) 873-2366 • Email: nwtta@nwtta.nt.ca

Educational Leadership Program

June 29 – July 10, 2019
Fort Smith, NT

GNWT NWTTA members are eligible for reimbursement to a **maximum of \$2500** for expenses incurred to attend the NWT Educational Leadership Program (ELP).

Eligible expenses include:

- ELP course fee (invoiced directly to NWTTA PD office)
- Accommodation and meals during the course (invoiced directly to NWTTA PD office)
- Transportation to and from ELP site (maximum reimbursement is the cost of round-trip transportation from community of employment or equivalent)
- Per diem and accommodation (for travel dates only) as per Article B4 Duty Travel Rates

Please submit your application to the PD Coordinator on or before **May 30, 2019.**

APPLICANT INFORMATION

Name:	Email address:
School/office of employment:	Community:
Applicant's Signature:	Date:

Please return your completed application form to Christina Steen, NWTTA PD Coordinator, via fax (867) 873-2366 or email pd@nwtta.nt.ca by May 30th, 2019. If you have any questions or concerns, please do not hesitate to contact the NWTTA PD office at (867) 873-5759.

Approval:

NWTTA PD Coordinator

Date



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Educational Leadership Program Reimbursement Form

June 29 – July 10, 2019

Fort Smith, NT

Name: _____

Please ensure that all receipts for eligible expenses are included with this claim form.

Maximum Reimbursement available for GNWT NWTTA members	2500
Expenses invoiced directly to NWTTA paid on your behalf	
ELP Program Fee	800
Accommodation/Meal Costs in Fort Smith	250
Maximum reimbursement remaining for travel costs	1450
June 29, 2019 ECE Charter Flight from Yellowknife to Fort Smith (will be invoiced directly to the NWTTA)	
Flights (attach receipt)	
Mileage _____ kms x \$ _____ (rate) _____ to Ft. Smith / Ft. Smith to _____	
Accommodation (in transit to/from Fort Smith) (attach receipts)	
Per Diem (in transit to/from Fort Smith) (please indicate dates)	
Other eligible expenses – please explain and attach receipts (as per Article B4.06 of the Collective Agreement)	
Total Claim	

We recognize that unique travel plans may occur as the dates of ELP fall at the beginning or during the start of your summer holiday. Please note that the **maximum reimbursement** will be the cost of round-trip transportation from your community of employment to the ELP location.

Please return your completed reimbursement form along with receipts to Christina Steen, NWTTA PD Coordinator, via fax (867) 873-2366 or email pd@nwtta.nt.ca by **September 30th, 2019**. If you have any questions or concerns, please do not hesitate to contact the NWTTA PD office at (867)873-5759.

 Applicant's Signature

 Date



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NWTTA – GNWT Duty Travel Rates (effective January 2019)

Accommodations	
Private accommodation	\$50/night
Commercial accommodation	Actual cost

Per Diems	
Within NWT, overnight	\$100/day
Within NWT, no overnight	\$75/day
Within NWT, overnight, meal provided	\$75/day
Within NWT, no overnight, meal provided	\$55/day
Outside NWT, overnight	\$75/day
Outside NWT, no overnight	\$55/day
Outside NWT, overnight, meal provided	\$55/day
Outside NWT, no overnight, meal provided	\$40/day

Mileage Rates	
Within the NWT	\$0.66/km
Outside the NWT	\$0.534/km
If authorized for individual's convenience	\$0.30/km

Please refer to the NWTTA Collective agreement and/or your Regional Professional Development Committee guidelines for more details on eligible expenses.