



HORIZON SCHOOL DIVISION
PROFESSIONAL DEVELOPMENT CLAIM
FOR OUT-OF-DIVISION BUSINESS

(FOR TRUSTEES & DIVISION OFFICE STAFF)

NAME CLAIM DATE

FUNCTION

DATES COVERED BY CLAIM LOCATION

EXPENSES:

Meals:

Breakfast @ \$10.00 =

Lunch @ \$15.00 =

Dinner @ \$30.00 =

(Regulations outlined in Policy BHD)

TOTAL MEALS \$
1-463-400-000-

HOTEL:

Receipt Total

Deduct Personal Expenses

(In lieu of accommodations, \$25.00/night
may be claimed without a supporting
receipt.)

HOTEL NET \$
1-463-400-000-

IN LIEU EXPENSES \$
1-463-400-000-

TRANSPORTATION:

Air Fare \$

Auto (from to = km @ \$0.505/km)

Total Mileage Expense \$

Taxi

Parking

Other

TOTAL TRANSPORTATION \$
1-463-400-000

TOTAL EXPENSE CLAIM \$

For Office Use Only

Total Claim \$

Deduct Advance \$

Net Amount \$

Comments and Explanation

Three horizontal lines for comments

I certify that the above statements are correct

Signature