Beginning Teachers’ Conference  
Northern Spirit ATA Local #6 Expenses Checklist

Travel:

* If driving, mileage can be claimed at $0.53/km. If car pooling, only one person can claim mileage.
  + Grande Prairie to Edmonton, return, is 920 km or $487.60
* If flying, a receipt needs to accompany the claim.
* If renting a vehicle, a receipt needs to accompany the claim.
* If taking a taxi, a receipt needs to accompany the claim.

Accommodation:

* Accomodations can be claimed for Thursday and Friday night only. Please visit the [conference registration page](https://atapd.ca/events/2022-beginning-teachers-conference) for hotel rooms that have been blocked for delegates at the Fantasyland Hotel.
* Claiming hotels: A receipt needs to accompany the claim showing a zero dollar balance.
  + Hotel movies CANNOT be claimed.
  + Hotel meals CANNOT be claimed.

Meals:

* Meals can be claimed for Thursday night (travel), Friday and Saturday as long as the conference is NOT providing them.
  + Can claim non-receipted meals: $15 for breakfast, $20 for lunch, and $30 for supper. (A daily maximum of $65 can be claimed without receipts).

**Forms can be found on the Northern Spirit Local 6 website under the forms tab:** [**https://local6.teachers.ab.ca/Forms/Pages/Forms.aspx**](https://local6.teachers.ab.ca/Forms/Pages/Forms.aspx)

Claim form can be completed online and receipts uploaded

OR

Claim forms and expense receipts can be scanned and emailed to:

Cathy Squires, Northern Spirit ATA Local #6 Treasurer  
at [local6treasurer@gmail.com](mailto:local6treasurer@gmail.com)

OR

Claim forms and expense receipts can be mailed to:

Treasurer, Northern Spirit ATA Local#6,

Suite 3005, 103- 9899- 112 Avenue

Grande Prairie, Alberta

T8V 7T2