



Member Advance Claim Form

****Available to Executive Members and Summer Conference Attendees ONLY**

Name: _____ Activity: _____
Address: _____ Location: _____
_____ Date(s): _____

Advance

For local executive members only, advances can be made on travel claims. Any non- executive members that are attending the August Summer Conference can also qualify for this advance. The advance will be subtracted from your total claim.

Unused advances must be returned to the local within 14 days. If the advance is not used due to absence from the conference/meeting, the original advance amount will be returned to the local within 14 days of the original conference/meeting.

The treasurer must have 7 days' notice prior to travel to give the advance.

Trip from: _____ to _____

Advance Amount Requested \$ _____

Total Amount of Advance: \$ _____

Signature: _____

Send to: Treasurer, Northern Spirit ATA Local #6, Suite 3005, 3 – 9899 – 112 Ave, Grande Prairie, AB T8V 7T2
local6treasurer@gmail.com