

PIC Reimbursement Checklist



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD



Please use the checklist below to ensure you have fully/appropriately completed your reimbursement claim form.
Please note: your form will be returned if any of the required information is unclear or missing, which will result in a delay in processing your claim.

I have . . .	✓
• indicated if this is my 1 st , 2 nd or 3 rd application	
• indicated the percentage (%) in the 'contract status' part of the form	
• ensured that there are separate amounts entered for both 'lodging' and 'parking'. <i>(You will need to calculate this yourself.)</i>	
• ensured that the daily exchange rate when transaction occurred is indicated on the receipts. <i><u>If you paid in non-Canadian funds, please include a copy of a credit card statement showing the exchange rate of the day. Failure to do this will result in you being reimbursed for the face value in Canadian dollars.</u></i>	
• handwritten 'breakfast' 'lunch' or 'supper' on the appropriate receipts	
• entered days (number of whole or half days) and the substitution costs in the provided sections (not minutes)	
• provided a Google map for the 'Transportation' section and indicated on this map that I have doubled the km value if I am claiming a return trip	
• indicated if I car-pooled and given the name of the other applicant	
• included bus/taxi receipts where necessary	
• signed my individual reimbursement claim form	

PLEASE NOTE: your reimbursement claim is dependent on the reception of a hard copy of your form and original receipts. Electronic versions (pdf, scanned documents etc.) will not be processed so sending these via e-mail will NOT expedite the process! If you have a question about your claim, **please contact Rosa Lucifero ONLY by email at rlucifero@swlauriersb.qc.ca.**

Laurier Teachers Union and Sir Wilfrid Laurier School Board
Professional Improvement Committee
2021-2022

WORKSHOPS/CONFERENCES



INDIVIDUAL REIMBURSEMENT CLAIM FORM

1st 2021-2022 Application 2nd 2021-2022 Application 3rd 2021-2022 Application

MUST COMPLETE CONTRACT STATUS: FULL-TIME PART-TIME PERCENTAGE: _____

I CONFIRM THAT I AM A QUALIFIED TEACHER (HAVE A BREVET)

REIMBURSEMENT WILL ONLY BE MADE FOR EXPENSES SUPPORTED WITH DETAILED ORIGINAL RECEIPTS. (NO ALCOHOL)

PLEASE ALLOW 4 TO 6 WEEKS FOR REIMBURSEMENT ONCE READY TO PROCESS

IMPORTANT – all information submitted in this form refers to the reimbursement for ONE individual teacher. Accordingly no joint receipts for meals, lodging or travel will be accepted or processed

NAME:	SCHOOL:
EMPLOYEE NUMBER:	E-MAIL: @SWLAURIERSB.QC.CA
HOME ADDRESS:	POSTAL CODE:

TITLE OF CONFERENCE/WORKSHOP:			
DATE(S):	PRESENTED BY/LOCATION:		
REGISTRATION COSTS		SUBSTITUTION: NUMBER OF DAYS USED: EX: 1, 1.5, 2, 2.5, etc.	
LODGING		DATE(S):	
MEALS: MAXIMUM ALLOWABLE: BREAKFAST: \$12 LUNCH \$20 SUPPER: \$30 Please note that the permitted allocation of funds per meal (breakfast/lunch/supper) will be strictly enforced <i>unless</i> : a) Your activity involved an overnight stay b) The claim is for the day of the activity itself		SUBSTITUTION COST(S) This amount is NOT reimbursed directly to you \$242 / DAY OR \$121 / HALF-DAY (150 MINUTES OR LESS)	
PARKING		TRAVELLING TO WORKSHOP/CONFERENCE: CLOSEST POINT OF DEPARTURE: HOME OR SCHOOL EXAMPLE: FROM RAWDON TO OTTAWA	
TRANSPORTATION: 999 km or less = 48¢/km or 53¢/km if carpooling 1000 km + = 14.5¢/km ***ITINERARY WITH GOOGLE MAPS REQUIRED***		FROM: TO: IF CARPPOOLING , THE COST OF RENTAL CAN BE SPLIT. NAMES carpoled with:	
TOTAL EXPENSES:			
TOTAL SUBSTITUTION COSTS: (FROM NEXT COLUMN)			
GRAND TOTAL:		SIGNATURE:	DATE:

THIS SECTION IS RESERVED FOR THE PROFESSIONAL IMPROVEMENT COMMITTEE

APPROVED <input type="checkbox"/>	TOTAL: Maximum to be reimbursed to teacher
NUMBER OF SUBSTITUTION DAYS	SUBSTITUTION COST \$242 /DAY OR \$121 /HALF-DAY
DATE:	TOTAL EXPENSES

INCOMPLETE FORMS WILL BE RETURNED.
PLEASE FORWARD THIS REQUEST ONLY BY INTER-OFFICE MAIL TO ROSA LUCIFERO, ADMINISTRATIVE TECHNICIAN, PEDAGOGICAL SERVICES DEPARTMENT.