

Langley Teachers' Association ELECTRONIC Remedy Claim Form - October 2020

Name:	Cheque mailed to: School Name: OR
Email:	Home Mailing Address:

Classroom Resources/Professional Development:

Date of Purchase	Name of Store/Provider on attached receipt <i>(do not itemize)</i>	Total Receipt Canadian Amount
TOTAL		\$

Policy:

- Professional Development: registration, accommodation, meals and travel costs (based on BCTF rates) are eligible, HOWEVER must be pre-approved before event, and only for conference dates.
- Provide electronic receipts (PDF format) for above expenses to this claim to mail@langleyteachers.com or fax 604-533-1400.
- Proof of Canadian currency paid must be included with non-Canadian receipts.
- Claims must be a **minimum of \$200.00** unless your remaining balance is less.
- Electronic submission (PDF format) will be processed quicker than hard copies, or other file formats. Phone 604-533-1618 to make hard copy arrangements.
- Claim form is available on the LTA website.
- Claims are processed weekly and delivered via Canada Post to home address, or SD#35 mail to school.

FOR OFFICE USE ONLY

Approved by:	Remedy Balance (before this claim) \$
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