

# Langley Teachers' Association

## Q-AUDIT SETTLEMENT Claim Form

**Policy:**

- Classroom teachers including priority and continuing TTOCs, distance learning, adult educators and prep coverage teachers are eligible to access funding.
- Teachers who identify as above are eligible can submit one or two claim forms up to a maximum combined total of \$500; minimum claim is \$200, contact the LTA if this is a hardship.
- The funds are available until June 30, 2024
- Funds may be used for learning resources and/or ProD (during non-instructional time): registration, accommodation, meals and travel costs (based on BCTF rates) are eligible, HOWEVER (ProD) must be **pre-approved before event**, and only for conference dates.
- Provide electronic receipts (PDF format) for expenses claimed to \*\* [Settlement@langleyteachers.com](mailto:Settlement@langleyteachers.com) \*\*
- Proof of Canadian currency paid must be included with non-Canadian receipts - failure to provide will result in being paid at PAR.

**I have read the above policies.**

<b>Name</b>	<b>School Name:</b>
<b>Provide alternate delivery address if you <u>do not</u> want cheque sent to school:</b>	

**Classroom Resources/Professional Development:**

<i>Store/Provider on receipt (do not itemize purchases on receipts)</i>	<b>Total Receipt Canadian Amount</b>	<i>Store/Provider on receipt (do not itemize purchases on receipts)</i>	<b>Total Receipt Canadian Amount</b>
		<b>Total of this claim</b>	

**Email your claim and receipts (pdf format) to: [Settlement@langleyteachers.com](mailto:Settlement@langleyteachers.com)**

**FOR OFFICE USE ONLY**

<b>Approved by:</b>	<b>Q-Audit Claim Balance (before claim #2) \$</b>	<b>#1 or #2</b>
---------------------	---	-----------------