

Langley Teachers' Association ELECTRONIC Remedy Fillable Claim Form
September 2023 Remedy@langleyteachers.com

Name	I will pick up from LTA office <i>Cheques will be held for 3 working days after notification email sent - afterwhich it will be sent to school or home (ensure correct home mailing address is provided)</i>
Email (that I check often):	
School Name	or Home Mailing Address (include City & Postal Code):

Policy:

- Professional Development (during non-instructional time): registration, accommodation, meals and travel costs (based on BCTF rates) are eligible, HOWEVER must be **pre-approved before event by LTA Remedy Committee**, and only for conference dates.
- Provide electronic receipts (PDF format) for expenses claimed to ** Remedy@langleyteachers.com ****
- Proof of Canadian currency paid must be included with non-Canadian receipts - failure to provide will result in being paid at PAR.
- Claims must be a **minimum of \$200.00** unless your remaining balance is less.
- The most current claim form is available on the LTA website. <https://langleyteachers.com/forms/>
- Claims are processed weekly.

I have read the above Policies.

Classroom Resources/Professional Development:

Store/Provider on receipt <i>(do not itemize purchases on receipts)</i>	Rationale required	Total Receipt Canadian Amount
If you are claiming ProD, provide pre-approval email from the LTA Remedy Committee? <i>email pre-approval request to remedy@langleyteachers.com</i>		\$

FOR OFFICE USE ONLY

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