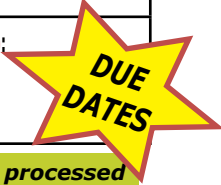




Langley Teachers' Association

2024-25 RESOURCE Settlement Claim Form

Name: Email (that I check often):	Cheque sent to (choose 1 option): School or Home Address (*provided below): I will pick up from LTA office <i>Cheques will be held for 3 working days after notification</i>
School Name:	or *Home Mailing Address (include City & Postal Code):



Policy:

- Professional Development (during non-instructional time) **MUST BE PRE-APPROVED BY REMEDY COMMITTEE**: registration, accommodation, meals and travel costs (based on BCTF rates) for conference dates only are eligible. Once approved, Claim form/receipts must be submitted for reimbursement AFTER event.
- Credited Course Work - apply through Joint ProD Committee (between February and May 2025)
- Provide electronic receipts (PDF format attachment to email - no links will be opened) for expenses claimed to 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.
- Claims must be a **minimum of \$200.00** unless your remaining balance is less.
- Technology and/or Large Furniture purchases **MUST BE PRE-APPROVED BY REMEDY COMMITTEE**
- Remedy Handbook <https://langleyteachers.com/wp-content/uploads/2024/11/Remedy-Handbook-November-2024.pdf>

No applications will be processed after the Due date/times.

Meeting Date	Application DUE Date
January 30	January 24 @ 11:59PM
February 13	February 7 @ 11:59PM
February 27	February 21 @ 11:59PM
March 12	March 7 @ 11:59PM

I have read the above policies.

Store/Provider on receipts <i>(do not itemize purchases on receipts)</i>	Rationale required	Total Receipt Canadian Amount
Email your claim and receipts (pdf format) to: settlement@langleyteachers.com		\$

FOR OFFICE USE ONLY

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