



# Langley Teachers' Association

## 2024-25 RESOURCE Settlement Claim Form

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



### 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](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.
- 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
March 12	March 7 @ 11:59PM
April 24	April 17 @ 11:59PM
May 14	May 9 @ 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
<b>Email your claim and receipts (pdf format) to:</b> <b><a href="mailto:settlement@langleyteachers.com">settlement@langleyteachers.com</a></b>		<b>\$</b>

### FOR OFFICE USE ONLY

<b>Approved by:</b>	<b>RESOURCE balance (before this claim) \$</b>
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