Langley Joint Pro-D Committee
Mileage Claim Form
2026-2027

Claimant's Name _____

Claimant's Home Address _____

Conference/Workshop Name _____

Conference/Workshop Date _____

Conference/Workshop Address: _____

Total distance from the claimant's home to the conference/workshop site: _____ kms

Total mileage claim (*round trip*): _____ kms @ $0.73/km = $_____

Accommodation Costs (receipts attached): _____

Claimant's Signature : _____ Date: _____

TRAVEL & ACCOMMODATION COSTS (*except from Joint Pro-D Policy Guidelines*)

- **All requests for travel and accommodation costs must be submitted prior to the event and with the Joint Pro-D application form.**
- There is ***no travel or accommodation reimbursement*** for conferences or workshops within the Lower Mainland. ***The Lower Mainland boundary is defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South and Lions Bay to the North.***
- Meals and parking are never covered by the Fund.
- In order for the Fund to reimburse for any travel/accommodation costs, a paid registration receipt or confirmation of attendance to the event must be provided.
- Car mileage is calculated at $0.72/kilometer (rate may change) from the applicant's home address to the conference/workshop site (round trip).
- Applicants are encouraged to carpool to an event.
- All mileage claims must be submitted via a completed Joint Pro-D Committee Mileage Claim form.
- The Committee reserves the right to ask for additional information to corroborate any travel or accommodation claim.

Send all documentation to the Pro-D Committee
email: prod@langleyteachers.com

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