



Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
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**ETFO 2016 ANNUAL MEETING
AUGUST 15-18, 2016**

LOCAL ACCOMMODATION & ALTERNATE MEAL REIMBURSEMENT FORM

LOCAL: _____ **CONTACT NAME:** _____
CIRCLE ONE: DECE ESP OCCASIONAL TEACHER PSP TEACHER

MAILING ADDRESS: _____

POSTAL CODE: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

NOTE: ALL HOTEL/PARKING INVOICES AND PHOTOCOPY OF HOTEL PAYMENT MUST BE ATTACHED. IF YOUR LOCAL HAD A PAID ALTERNATE PARTICIPATE IN THE MEETING, UNDER THE FEDERATION GUIDELINES YOU ARE ENTITLED TO CLAIM REIMBURSEMENT FOR THEIR MEAL ALLOWANCE OF \$176.00. ALL DELEGATE MEAL ALLOWANCES WERE PREPAID BY AUTO DEPOSIT PRIOR TO THE MEETING. SEE OVER FOR LIST OF LOCALS ENTITLED TO PAID ALTERNATE.

	ALLOWED	ATTENDED
NUMBER OF DELEGATES	_____	_____
NUMBER OF PAID ALTERNATES (if applicable)	_____	_____

AMOUNT ALLOWABLE PER NIGHT	\$141.00
MAXIMUM NUMBER OF CLAIMABLE NIGHTS X3	A. \$423.00
TOTAL NUMBER OF DELEGATES & PAID ALTERNATES	B. _____
TOTAL ACCOMMODATION CLAIMED	C. (=AxB) _____

DEDUCTION OF PREPAID MEAL ALLOWANCE OVERPAYMENT (if applicable) @\$176.00	D. _____
ADDITION OF PAID ALTERNATE MEAL ALLOWANCE (if applicable) @ \$176.00	E. _____

PARKING PAID PER HOTEL INVOICE _____

PARKING CLAIMED FOR DELEGATES AND PAID ALTERNATE
(Maximum 3 days X \$25.00 per day, non-transferrable – must be supported by hotel bill.) F. _____

TOTAL CLAIMED _____ (C-D+E+F)

TOTAL INVOICE ATTACHED _____

**SEE OVER FOR ADDITIONAL INFORMATION
RETURN FORM TO ETFO ACCOUNTING SERVICES PRIOR TO NOVEMBER 30, 2016**

FOR OFFICE USE ONLY

EXPLANATION FOR REVISION TO CLAIM:

AUTHORIZED BY:

APPROVED BY:

BUDGET LINE:

09010-162-10 – Accommodation
09010-202-10 – Meals
09010-112-10 – Parking

**LOCAL
ACCOMMODATION
REIMBURSEMENT** **NOV. 30**

Locals, registered delegates, paid alternates, and other participants entitled to claim expenses from ETFO should complete the appropriate expense form(s) and submit the completed form(s) to the accounting department at the provincial office by September 14, 2016.

Accommodation reimbursement to locals will be paid based on approval of an *Accommodation Reimbursement Form* at the rate of \$141.00 per night for three (3) nights to a maximum of \$423.00 per delegate including taxes. Hotel Folio, master list with roommates, and local master list must be submitted with claim.

Expenses for incidentals, additional accommodation (unless otherwise approved), and all expenses for alternates or guests of the local are a local or individual responsibility and payment is required at check-out.

Additional accommodation expenses (to achieve savings on airfare) may be covered by ETFO subject to prior written approval by the General Secretary or Deputy General Secretary.

PARKING **PARKING
REIMBURSEMENT**

The **maximum allowable parking** reimbursement claim is \$25.00 (includes taxes) per day to a maximum of four days (August 15-18 inclusive). Receipts are required.

Locals will be reimbursed for parking charged to rooms (up to the **maximum allowable** per day only) when claimed on the *Local Accommodation and Alternate Meal Reimbursement Form*. Individuals will be reimbursed for parking only when separate receipts are attached to their personal expense claims.

**HOTEL VALET
SELF-PARKING**

The hotel only provides limited valet parking services (\$50.00 per day, which includes in/out services). The closet self-parking lot is directly across from the hotel at Toronto City Hall. Valet parking may be charged to a room and must be paid as an incidental charge upon checkout by the member. Self-parking cannot be charged to your room. The maximum allowable expense for parking is \$25.00 per day.

DELEGATE COUNT	LEGEND	DESIGNATED EARLY CHILDHOOD EDUCATOR LOCAL = DECEL	EDUCATION SUPPORT PERSONNEL LOCAL = ESPL	OCCASIONAL TEACHER LOCAL = OT	PROFESSIONAL SUPPORT PERSONNEL LOCAL = PSPL	TEACHER LOCAL = TL	PAID EXPENSES FOR ONE ADDITIONAL ALTERNATE = *
ALGOMA TL	4	ALGOMA OTL	2*	AVON MAITLAND TL	6	AVON MAITLAND OTL	2*
BLUEWATER TL	6	BLUEWATER OTL	2*	DURHAM TL	22	DURHAM OTL	6
DURHAM DECEL	4	DURHAM CATHOLIC DECEL	2*	GRAND ERIE TL	9	GRAND ERIE OTL	2*
GRAND ERIE DECEL	2*	GREATER ESSEX COUNTY TL	13	GREATER ESSEX COUNTY OTL	3*	HALTON TL	22
HALTON OTL	5	HALTON DECEL	3*	HAMILTON-WENTWORTH TL	17	HAMILTON-WENTWORTH OTL	4
HAMILTON-WENTWORTH DECEL	3*	HASTINGS-PRINCE EDWARD TL	6	HASTINGS-PRINCE EDWARD OTL	2*	JAMES BAY L	2*
KAWARTHA PINE RIDGE TL	11	KAWARTHA PINE RIDGE OTL	3*	KEEWATIN-PATRICIA TL	3*	KEEWATIN-PATRICIA OTL	2*
LAKEHEAD TL	4	LAKEHEAD OTL	2*	LAMBTON KENT TL	8	LAMBTON KENT OTL	2*
LIMESTONE TL	7	LIMESTONE OTL	2*	NEAR NORTH TL	5	NEAR NORTH OTL	2*
NIAGARA TL	13	NIAGARA OTL	3*	ONTARIO NORTH EAST TL	3*	ONTARIO NORTH EAST OTL	2*
OTTAWA-CARLETON TL	26	OTTAWA-CARLETON OTL	6	PEEL TL	52	PEEL OTL	12
RAINBOW TL	6	RAINBOW OTL	2*	RAINBOW DECEL	2*	RAINY RIVER DISTRICT TL	2*
RAINY RIVER DISTRICT OTL	2*	RAINY RIVER DISTRICT ESPL	2*	RENFREW COUNTY TL	4	RENFREW COUNTY OTL	2*
RENFREW COUNTY ESPL	2*	RENFREW COUNTY PSPL	2*	SIMCOE COUNTY TL	18	SIMCOE COUNTY OTL	5
SIMCOE COUNTY DECEL	3*	SUPERIOR-GREENSTONE TL	2*	SUPERIOR-GREENSTONE OTL	2*	THAMES VALLEY TL	26
THAMES VALLEY OTL	6	ETT TL	88	TORONTO OTL	16	TORONTO DECEL	4
TRILLIUM LAKELANDS TL	6	TRILLIUM LAKELANDS OTL	2*	TRILLIUM LAKELANDS DECEL	2*	UPPER CANADA TL	9
UPPER CANADA OTL	3*	UPPER GRAND TL	11	UPPER GRAND OTL	3*	WATERLOO REGION TL	21
WATERLOO REGION OTL	6	WATERLOO REGION DECEL	4	YORK REGION TL	41	YORK REGION OTL	9

**RETURN FORM TO ACCOUNTING AT PROVINCIAL OFFICE PRIOR TO
NOVEMBER 30, 2016**