Logo and address

**ETFO 2018 Annual Meeting Local Reimbursement Form**

(to be used for delegate and paid alternate accommodation, parking and paid alternate meals)

Local

Type of Local

Contact Name

Contact Phone

Email

Street

City

Postal Code

Note: All hotel and parking invoices and a photocopy of hotel payment must be attached. If your Local had a paid alternate participating in the Annual Meeting, under Federation guidelines you are entitled to claim reimbursement for their meal allowance of $175 All Delegate meal allowances were pre-paid by auto deposit to the local prior to the meeting.

Number of Delegates allowed

Number of Delegates attended

Number of paid Alternates allowed

number of paid Alternates attended

Amount allowable per night - $307.72 - if eligible for single accommodation\*

1. Maximum number of claimable nights x 3
2. Amount allowable per night - $153.86 –shared accommodation – $461.58
3. Amount allowable per night - $307.72 - if eligible for single accommodation\* $923.16

Total number of Local Delegates and paid Alternates

1. Total Accommodation Paid – B + C
2. Deduction of prepaid meal allowance overpayment (if applicable @ $175.)
3. Addition of paid Alternate meal allowance (if applicable @ $175)
4. Delegate and paid Alternate Parking 3 days x $28.25 (max, inclusive of tax)

Non-transferable – must be supported by hotel bill or public parking receipts.

Total amount claimed (D - E + F + G)

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

\*single room accommodation restricted to delegates with sole parenting responsibilities and delegates and paid alternates pre-approved due to a medical condition.

## Medical Accommodation

Pre-Approval was required. A Single Room Accommodation Request Form and Approval must be on file.

ETFO will inform Locals if one of their Delegates or paid Alternates was approved for a single room due to a medical condition. No details of any medical condition(s) will be disclosed. Medical accommodation information is secured with the ETFO Human Resources Manager in a locked cabinet.

Print Delegate Name and Hotel Room

1.

2.

3.

4.

5.

Delegate Sole Parenting Family Single Accommodation. A Single Room Accommodation Request Form must be on file.

2016 ARM 45 states that ETFO provide single room accommodation at the Annual Meeting and events where child care is provided on site, at no cost for delegates who have sole parenting responsibilities for children 18 years of age and under.

Providing this information means the delegates have declared that they have sole parenting responsibilities during the Annual Meeting and have submitted a Single Room Accommodation Request Form prior to the start of the Annual Meeting.

Print Delegate Name, Name and age of Child(ren) and Hotel Room

1.

2.

3.

4.

5.

2018 Annual Meeting Delegate Count

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 7

Durham DECE Local 4

Durham Catholic DECE Local 2

Grand Erie TL 9

Grand Erie OTL 3

Grand Erie DECE Local 2

Greater Essex TL 13

Greater Essex OTL 3

Halton TL 22

Halton OTL 5

Halton DECE Local 3

Hamilton-Wentworth TL 18

Hamilton-Wentworth OTL 4

Hamilton-Wentworth DECE Local 3

Hastings Prince Edward TL 6

Hastings Prince Edward OTL 2

James Bay TL 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 4

Near North OTL 2

Niagara TL 12

Niagara OTL 3

Ontario North East TL 3

Ontario North East OTL 2

Ottawa Carleton TL 25

Ottawa Carleton OTL 6

Peel Tl 53

Peel OTL 13

Rainbow TL 6

Rainbow OTL 2

Rainbow DECE Local 2

Rainy River TL 2

Rainy River OTL 2

Renfrew TL 4

Renfrew OTL 2

Renfrew ESP Local 2

Renfrew PSP Local 2

Simcoe TL 18

Simcoe OTL 5

Simcoe DECE Local 3

Superior-Greenstone TL 2

Superior-Greenstone OTL 2

Thames Valley TL 26

Thames Valley OTL 6

Toronto TL 87

Toronto OTL 18

Toronto Catholic DECE Local 4

Trillium Lakelands TL 6

Trillium Lakelands OTL 3

Trillium Lakelands DECE Local 2

Upper Canada TL 9

Upper Canada OTL 3

Upper Grand TL 12

Upper Grand OTL 3

Waterloo Region TL 21

Waterloo Region OTL 6

Waterloo Region DECE Local 5

York Region TL 41

York Region OTL 10

Teacher Locals 472

Occasional Teacher Locals 129

ESP/PSP Locals 6

DECE Locals 30

Executive Members 14

Total Delegates 654

**Bylaw IV, Delegates**

 is printed below for your information:

4.1 The voting members of the Annual Meeting shall consist of the following accredited delegates

4.11 the Executive; and

4.1.2 representatives of the local as set out in Section 4.2 and 4.3 below.

4.2 Each Local of joint local shall be allocated one (1) Delegate to the Annual Meeting.

4.2.1 Notwithstanding 4.2, locals having 100 or fewer full-time equivalent (FTE) members shall have two (2) delegates to the Annual Meeting.

4.3 Additional delegates shall be generated on the basis of one per one hundred and twenty (120) full- time equivalent (120 FTE) members of major fraction thereof.

4.4 The membership of each local will be determined by the audited number of members as of June 30 of the preceding year.

4.5 in order to determine the number of delegates for the occasional teacher locals, the number of Full-Time Equivalent (FTE) occasional teacher members shall be used.

4.6 The delegate entitlement for each local shall be forwarded to the local by December 15.

4.7 The local may choose to register alternates who may substitute for a delegate during the Annual Meeting.