

**North Central Teachers' Convention Association (NCTCA)  
Speaker Expense Claim Form 2018**

<b>Last Name</b>	<b>First Name</b>	<b>Social Insurance <u>OR</u> GST Number</b>
<b>Street Address</b>		
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Home Phone</b>	<b>Business Phone</b>	<b>Fax</b>

<b>Member of NCTCA Local:</b>		<b>Local Name:</b>	
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<b>Pre-authorized Session Fee</b>		
<b>Pre-authorized Kilometres @ \$0.53/km</b>	<b>Number of km</b>	
<b>List of Other Pre-authorized Expenses</b>	a.	
	b.	
	c.	
<b>TOTAL CLAIM</b>		

<b>Your Signature</b>	<b>Today's Date</b>

Note: All claims must be supported with original receipts. No money will be paid (including Fee) without the submission of this form. Any questions can be directed to Carl Pasay, Treasurer at treasurer@nctca.ab.ca or (780)542-5027. You may submit the completed Claim Form with receipts to the NCTCA Convention Office in the Shaw Conference Centre following your session or via e-mail or mail to:

Carl Pasay  
Site 418 Box 1 Comp 4 RR3  
Drayton Valley, AB T7A 2A3

- ***NCTCA will not pay for any handouts given at sessions.***
- ***Members of the NCTCA are not eligible to claim mileage or parking.***

**Please note: No claims will be honoured after March 31, 2018**

The North Central Teachers' Convention of the Alberta Teachers' Association requires the information contained on this form in order to conduct the annual convention and will collect, use and disclose the personal information it has obtained voluntarily from you in accordance with its privacy policy. This information may be shared with other convention boards of the Alberta' Teachers Association. For inquiries, objections or concerns about how the "Personal Information Protection Act" applies to your personal information please refer to our privacy policy on the Alberta Teachers' Association website.

**OFFICE USE ONLY:**

Date paid	Cheque Number	Amount	Other