

**North Central Teachers' Convention Association (NCTCA)
Speaker Expense Claim Form 2021**



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

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

Your Signature	Today's Date

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, Finance Manager at treasurer@nctca.ab.ca or (780) 940-6010. You may submit the completed Claim Form with receipts following your session via e-mail (treasurer@nctca.ab.ca) or mail to:

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

***γNCTCA will not pay for any handouts or materials given at sessions.
γMembers of the NCTCA are not eligible to claim accommodation, mileage or parking.***

Please note: No claims will be honoured after March 31, 2021

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