



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

# PIC Reimbursement Checklist



LAURIER  
TEACHERS  
UNION

Please use the checklist below to ensure you have fully/appropriately completed your reimbursement claim form.  
Please note: your form will be returned if any of the required information is unclear or missing, which will result in a delay in processing your claim.

I have . . .	✓
• indicated if this is my 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> application	
• indicated the percentage (%) in the 'contract status' part of the form	
• ensured that there are separate amounts entered for both 'lodging' and 'parking'. <i>(You will need to calculate this yourself.)</i>	
• ensured that the daily exchange rate when transaction occurred is indicated on the receipts. <b><i><u>If you paid in non-Canadian funds, please include a copy of a credit card statement showing the exchange rate of the day. Failure to do this will result in you being reimbursed for the face value in Canadian dollars.</u></i></b>	
• handwritten 'breakfast' 'lunch' or 'supper' on the appropriate receipts	
• entered days (number of whole or half days) and the substitution costs in the provided sections ( <b>not minutes</b> )	
• provided a Google map for the 'Transportation' section and <b>indicated on this map</b> that I have doubled the km value if I am claiming a return trip	
• indicated if I <b>car-pooled</b> and given the name of the other applicant	
• included bus/taxi receipts where necessary	
• signed my individual reimbursement claim form	

**PLEASE NOTE:** your reimbursement claim is dependent on the reception of a hard copy of your form and original receipts. Electronic versions (pdf, scanned documents etc.) will not be processed so sending these via e-mail will NOT expedite the process!  
If you have a question about your claim, **please contact Rosa Lucifero ONLY by email at [rlucifero@swlauriersb.qc.ca](mailto:rlucifero@swlauriersb.qc.ca).**

Dec. 8, 2022 (sub. Costs)

Laurier Teachers Union and Sir Wilfrid Laurier School Board  
Professional Improvement Committee  
2022-2023



WORKSHOPS/CONFERENCES

INDIVIDUAL REIMBURSEMENT CLAIM FORM

1st 2022-2023 Application  2nd 2022-2023 Application  3rd 2022-2023 Application

MUST COMPLETE CONTRACT STATUS: FULL-TIME  PART-TIME  PERCENTAGE: \_\_\_\_\_

I CONFIRM THAT I AM A QUALIFIED TEACHER (HAVE A BREVET)

REIMBURSEMENT WILL ONLY BE MADE FOR EXPENSES SUPPORTED WITH DETAILED ORIGINAL RECEIPTS. (NO ALCOHOL)

PLEASE ALLOW 4 TO 6 WEEKS FOR REIMBURSEMENT ONCE READY TO PROCESS

IMPORTANT – all information submitted in this form refers to the reimbursement for ONE individual teacher. Accordingly no joint receipts for meals, lodging or travel will be accepted or processed

NAME:	SCHOOL:
EMPLOYEE NUMBER:	E-MAIL: @SWLAURIERSB.QC.CA
HOME ADDRESS:	POSTAL CODE:

TITLE OF CONFERENCE/WORKSHOP:	
DATE(S):	PRESENTED BY/LOCATION:
REGISTRATION COSTS	SUBSTITUTION: NUMBER OF DAYS USED: EX: 1, 1.5, 2, 2.5, etc.
LODGING	DATE(S):
MEALS: MAXIMUM ALLOWABLE: BREAKFAST: \$15 LUNCH \$20 SUPPER: \$33 Please note that the permitted allocation of funds per meal (breakfast/lunch/supper) will be strictly enforced unless; a) Your activity involved an overnight stay b) The claim is for the day of the activity itself	SUBSTITUTION COST(S) This amount is NOT reimbursed directly to you \$242.00 / DAY OR \$121.00 / HALF-DAY (150 MINUTES OR LESS)
PARKING	TRAVELLING TO WORKSHOP/CONFERENCE: CLOSEST POINT OF DEPARTURE: HOME OR SCHOOL EXAMPLE: FROM RAWDON TO OTTAWA
TRANSPORTATION: _____ km x \$0. _____ = \$ First 5000km = \$0.55/km or \$0.65/km if carpooling Each additional km = \$0.52km ***ITINERARY WITH GOOGLE MAPS REQUIRED***	FROM: TO: IF CARPOOLING, THE COST OF RENTAL CAN BE SPLIT. Can claim rental and fuel NOT mileage. NAMES carpooled with:
TOTAL EXPENSES:	
TOTAL SUBSTITUTION COSTS: (FROM NEXT COLUMN)	
GRAND TOTAL:	SIGNATURE: _____ DATE: _____

THIS SECTION IS RESERVED FOR THE PROFESSIONAL IMPROVEMENT COMMITTEE

APPROVED <input type="checkbox"/>	TOTAL: Maximum to be reimbursed to teacher
NUMBER OF SUBSTITUTION DAYS	SUBSTITUTION COST \$242.00 /DAY OR \$121.00 /HALF-DAY
DATE:	TOTAL EXPENSES

INCOMPLETE FORMS WILL BE RETURNED.  
PLEASE FORWARD THIS REQUEST ONLY BY INTER-OFFICE MAIL TO :  
ROSA LUCIFERO, ADMINISTRATIVE TECHNICIAN, PEDAGOGICAL SERVICES DEPARTMENT.