



SUBSTITUTE TEACHERS' CONFERENCE

October 18(eve)–19, 2024

The Fantasyland Hotel, Edmonton

THE JOY OF TEACHING

TRAVEL ALLOWANCE

The first 150 registrations received will be eligible for the travel allowance. The travel allowance provides the opportunity to claim for reimbursement

- for travel by automobile at the rate of 67¢ per kilometre (or the cost of flight or bus with receipt[s]).
- for reimbursement for accommodation costs for the Friday night of the conference at the guest room conference rate provided by the venue *provided the registrant must travel more than 100 kilometres one-way to attend the conference and stayed at the conference venue*. A hotel receipt (in the registrant's name) must be provided for the Friday night stay at the conference hotel. If a registrant travelled over 100 kilometres and stayed the Friday night at an alternate hotel, reimbursement for the Friday night accommodation is to a maximum of \$170.
- for reimbursement for accommodation costs for the Saturday night of the conference to a maximum of \$170 *provided the registrant must travel more than 200 kilometres one-way to attend the conference* (accommodation may be in the host city or along the registrant's travel route to home). A hotel receipt (in the registrant's name) must be provided for the Saturday night of the conference.

Delegates who qualify for the travel allowance will receive expense claim forms and directions for completion of the form at the conference or by e-mail. **Hotel receipts, in the name of the registrant, must be submitted with the expense form.** Expense claims are to be submitted at the end of the conference and reimbursement will follow by electronic fund transfer in five to six weeks.

For more information, please email tessaro@ata.ab.ca.

Check with your ATA local for available financial support if you do not qualify for the travel allowance.



The Alberta Teachers' Association