



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 65¢ per kilometre to the conference hotel (the Acclaim Hotel by Clique Calgary Airport)

OR

for receipted air or bus travel up to the automobile kilometrage rate, ***as long as air or bus travel has been approved in writing by ATA staff prior to the conference.***

- for reimbursement for accommodation costs for the Friday night of the conference at the Acclaim Hotel up to a maximum of \$138.63 ***provided the registrant must travel more than 100 kilometres one-way to attend the conference.*** A hotel receipt (in the registrant's name) must be provided.
- for reimbursement for accommodation costs for the Saturday night of the conference up to a maximum of \$138.63, ***provided the registrant must travel more than 400 kilometres one-way to attend the conference and as long as this has been approved in writing by ATA staff prior to the conference*** (accommodation may be at the Acclaim Hotel or another hotel along the registrant's travel route). A hotel receipt (in the registrant's name) must be provided.

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. 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