



**ETFO 2011 ANNUAL MEETING
 AUGUST 15-18, 2011**

LOCAL ACCOMMODATION & ALTERNATE MEAL REIMBURSEMENT FORM

LOCAL: _____ **CONTACT NAME:** _____
PLEASE CIRCLE ONE: TEACHER OCCASIONAL TEACHER ESP PSP DECE

MAILING ADDRESS: _____

_____ POSTAL CODE _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

NOTE: ALL HOTEL/PARKING INVOICES AND PHOTOCOPY OF HOTEL PAYMENT MUST BE ATTACHED. IF YOUR LOCAL HAD A PAID ALTERNATE PARTICIPATE IN THE MEETING, UNDER THE FEDERATION GUIDELINES YOU ARE ENTITLED TO CLAIM REIMBURSEMENT FOR THEIR MEAL ALLOWANCE OF \$136.00. ALL DELEGATE MEAL ALLOWANCES WERE PREPAID BY AUTO DEPOSIT PRIOR TO THE MEETING. SEE OVER FOR LIST OF LOCALS ENTITLED TO PAID ALTERNATE.

	ALLOWED	ATTENDED
NUMBER OF DELEGATES	_____	_____
NUMBER OF PAID ALTERNATES (if applicable)	_____	_____

AMOUNT ALLOWABLE PER NIGHT	\$122.60
MAXIMUM NUMBER OF CLAIMABLE NIGHTS X3	A. _____
TOTAL NUMBER OF DELEGATES & PAID ALTERNATES	B. _____
TOTAL ACCOMMODATION CLAIMED	C. (=AxB) _____

DEDUCTION OF PREPAID MEAL ALLOWANCE OVERPAYMENT (if applicable) @#136.00	D. _____
ADDITION OF PAID ALTERNATE MEAL ALLOWANCE (if applicable) @ \$136.00	E. _____

PARKING PAID PER HOTEL INVOICE _____

PARKING CLAIMED FOR DELEGATES AND PAID ALTERNATE
(maximum 4 days X \$22.60 per day, non-transferrable) F. _____

TOTAL CLAIMED _____ (C-D+E+F)

TOTAL INVOICE ATTACHED _____

**SEE OVER FOR ADDITIONAL INFORMATION
 RETURN FORM TO ETFO ACCOUNTING SERVICES PRIOR TO NOVEMBER 30, 2011**

FOR OFFICE USE ONLY

EXPLANATION FOR REVISION TO CLAIM:

AUTHORIZED BY:	APPROVED BY:	BUDGET LINE: 09010-162-10 - Accommodation 09010-202-10 - Meals 09010-112-10 - Parking
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LOCAL ACCOMMODATION REIMBURSEMENT NOV. 30

Accommodation reimbursement to locals will be paid based on approval of an *Accommodation Reimbursement Form* at the rate of \$122.60 per night for three (3) nights to a maximum of \$367.80 per delegate including taxes.

Expenses for incidentals, additional accommodation (unless otherwise approved), and all expenses for alternates or guests of the local are a local or individual responsibility and payment is required at check-out.

Additional accommodation expenses (to achieve savings on airfare) may be covered by ETFO subject to prior written approval by the General Secretary or Deputy General Secretary.

PARKING REIMBURSEMENT

The **maximum allowable parking** reimbursement claim is \$20.00 plus applicable taxes per day to a maximum of four days (August 15-18 inclusive). Receipts are required.

Locals will be reimbursed for parking charged to rooms (up to the **maximum allowable** per day only) when claimed on the *Local Accommodation and Alternate Meal Reimbursement Form*. Individuals will be reimbursed for parking only when separate receipts are attached.

HOTEL VALET SELF-PARKING

The hotel only provides valet parking services (\$45. per day, which includes in/out services). Self-parking lots are available in the vicinity of the hotel. Valet parking may be charged to a room and must be paid as an incidental charge upon checkout by the member. Self-parking cannot be charged to your room.

DELEGATE COUNT	LEGEND	TEACHER LOCAL = TL	OCCASIONAL TEACHER LOCAL = OTL	EDUCATION SUPPORT PERSONNEL = ESP	PROFESSIONAL SUPPORT PERSONNEL = PSP	PAID EXPENSES FOR ONE ADDITIONAL ALTERNATE = *	
ALGOMA TL	4	ALGOMA OTL	2*	AVON MAITLAND TL	6	AVON MAITLAND OTL	2*
BLUEWATER TL	6	BLUEWATER OTL	2*	DURHAM TL	22	DURHAM OTL	4
GRAND ERIE TL	9	GRAND ERIE OTL	2*	GREATER ESSEX COUNTY TL	12	GREATER ESSEX COUNTY OTL	3*
HALTON TL	17	HALTON OTL	4	HAMILTON-WENTWORTH TL	17	HAMILTON-WENTWORTH OTL	4
HASTINGS-PRINCE ED. TL	6	HASTINGS-PRINCE EDWARD OTL	2*	JAMES BAY TL	2*	KAWARTHA PINE RIDGE TL	11
KAWARTHA PINE RIDGE OTL	3*	KEEWATIN-PATRICIA TL	3*	KEEWATIN-PATRICIA OTL	2*	LAKEHEAD TL	4
LAKEHEAD OTL	2*	LAMBTON KENT TL	8	LAMBTON KENT OTL	2*	LIMESTONE TL	7
LIMESTONE OTL	2*	NEAR NORTH TL	5	NEAR NORTH OTL	2*	NIAGARA TL	12
NIAGARA OTL	3*	ONTARIO NORTH EAST TL	4	ONTARIO NORTH EAST OTL	2*	OTTAWA-CARLETON TL	24
OTTAWA-CARLETON OTL	5	PEEL TL	48	PEEL OTL	11	RAINBOW TL	6
RAINBOW OTL	2*	RAINY RIVER TL	2*	RAINY RIVER OTL	2*	RAINY RIVER ESP	2*
RENFREW COUNTY TL	4	RENFREW COUNTY OTL	2*	RENFREW COUNTY ESP	2*	RENFREW COUNTY PSP	2*
SIMCOE COUNTY TL	17	SIMCOE COUNTY OTL	4	SUPERIOR-GREENSTONE TL	2*	SUPERIOR-GREENSTONE OTL	2*
THAMES VALLEY TL	24	THAMES VALLEY OTL	5	ETT TL	84	TORONTO OTL	13
TRILLIUM LAKELANDS TL	6	TRILLIUM LAKELANDS OTL	2*	UPPER CANADA TL	9	UPPER CANADA OTL	2*
UPPER GRAND TL	10	UPPER GRAND OTL	3*	WATERLOO REGION TL	18	WATERLOO REGION OTL	5
YORK REGION TL	34	YORK REGION OTL	8				

RETURN FORM TO ACCOUNTING AT PROVINCIAL OFFICE PRIOR TO NOVEMBER 30, 2011