

NOAMA

c/o Financial/Administrative Clerk – NOAMA
 Email: pcta@noama.ca
 Fax: 807-766-7521

**Faculty Development
 EXPENSE FORM**

NAME (please print) _____ EMAIL: _____
 CONFERENCE / COURSE ATTENDED: _____
 LOCATION: _____
 DATE(S): _____

Expenses are to be itemized and submitted on an out of pocket basis, WITH SUPPORTING VOUCHERS for any individual item (except mileage) in excess of \$20. Expense claims are to be based on the most efficient means of travel to and from conference/course and comply with OMA Guidelines.

TRAVEL EXPENSES

• **TRAVEL** (Not to exceed Air Canada Tango-Plus class air fare & related ground transportation)

Air / Train / Bus: (specify) _____ \$ _____
 Automobile: _____ kilometers@\$0.48/km
 _____ \$ _____
 Taxis: _____ \$ _____
 Parking: _____ \$ _____
 Hotel: _____ \$ _____
 Meals: _____ \$ _____
 Gratuities: (Please identify) _____ \$ _____

• **OTHER** (Specify) _____ \$ _____

Total Travel Expenses \$ _____

CONFERENCE / COURSE EXPENSES

Registration / Conference Fees: _____ \$ _____
 Other: _____ \$ _____

Total Conference/Course Expenses \$ _____

TOTAL EXPENSES \$ _____

SIGNATURE _____