

**EXPENSE SHEET**

**Extended (5 weeks) French Language Learning Bursary for Teachers-2019**

**Please note:** The maximum amount of reimbursed expenses is \$15 500. Under no circumstances will the amount paid to recipients exceed \$15 500.

Name: \_\_\_\_\_

Date (submission of expense sheet to the NBTA to Janet Peabody):  
(Please submit expense claims within three (3) weeks of the completion of the course/training).

Current Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Summer Contact Email (if different than above): \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ Telephone Number (Cell): \_\_\_\_\_

Summer Contact Number (if different than above): \_\_\_\_\_

**Please indicate the location of the training programs you have attended.**

Shippagan  Université de Sainte Anne  Jonquière  Other (Please specify):

\_\_\_\_\_  
\_\_\_\_\_

**Bursary Expenses**

Each recipient must submit the following expense claims within three (3) weeks of the completion of the course/training:

- ❖ Expense form - NBTA website
- ❖ Remuneration through the summary report - Portal ONE

**Expense form – NBTA Website ([www.nbta.ca](http://www.nbta.ca)) - French Second Language Expense Form**

**Tuition Fees** – duration of no less than 5 weeks (receipt based):

**Pre and post oral language assessment** – up to a maximum of \$130 (receipt based)

**Mileage expenses** – up to a maximum of \$500 (mileage of 0.45 per kilometer if recipient's home address is further than 20 km from the institution):

**Other modes of transportation** – economy fare (receipt based)

**Taxi fares** – taxi fares exceeding \$10 must be supported by receipts

**Total Grant Expenses:**

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**Accommodation and meals:**

- \***Accommodation** – costs up to \$60 per day (receipt-based) unless included in course/training tuition
- \***Accommodation** – maximum non-receipted accommodation allowance - \$20 (tax and tips included)
- \***Meals** – \$50 per day unless included in course/training tuition

**Other Expenses**

Week	Dates	Accommodation (receipt based)	Accommodation (non-receipted)	Meals Breakfast	Meals Lunch	Meals Dinner
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Week 6						
Week 7						
Week 8						
<b>Total Other Expenses (Accommodations and Meals):</b>						

**Remuneration through the summary report - Portal ONE**

For summer training, remuneration of \$242/day for up to 40 days of formal instruction will be paid (proof of program attendance is required). Applicants must attend 5 or more weeks of training to qualify for remuneration. Remuneration for daily rates will be made through district payroll services.

**Instruction for remuneration:**

- Please click on the following link to complete the remuneration expense form:  
<https://collabe.nbed.nb.ca/sites/meeting/SitePages/Home.aspx>
- Click *Submit*
- Meeting Details: Please note that you will have the opportunity to submit your remuneration **every two weeks** (you will not have to wait until the end of your program)
  - ❖ Meeting Date – Select one of the following two-week blocks:
    - June 30<sup>th</sup> -July 13<sup>th</sup>
    - July 14<sup>th</sup> -July 27<sup>th</sup>
    - July 28<sup>th</sup> -August 10<sup>th</sup>
    - August 11<sup>th</sup> -August 24<sup>th</sup>
  - ❖ Meeting Name - Select *Extended Bursary Expense-Remuneration*
- Participant Details
  - ❖ Select your *School District*
  - ❖ Under # Days Required – Remuneration: Complete the *Remuneration information by adding the number of days* (\$242/day for up to 40 days of formal instruction)
- After selecting the meeting date, the meeting name, the school district and the number of days required remuneration information, click *submit* on the bottom of the page.
- You may repeat this process every 2 weeks.

**Please note:** the other expenses (travel, meals, accommodation, tuition/registration, etc.) will have to be completed through this expense form (NBTA website).

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**Total Expenses (Bursary Expenses + Other Expenses):** \_\_\_\_\_

(The maximum amount of reimbursed expenses is \$15 500. Under no circumstances will the amount paid to recipients exceed \$15 500 (including expenses and remuneration).)

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

## EXPENSE SHEET

### Extended (5 weeks) French Language Learning Bursary for Teachers-2019

#### Bursary Expenses:

- The maximum amount of reimbursed expenses is \$15 500. Under no circumstances will the amount paid to recipients exceed \$15 500 (including expenses and remuneration).
- Bursary recipients are required to pay their expenses and will be reimbursed. The following expenses will be considered for each application:

#### The following expenses will be considered for each application:

- Tuition fees for a duration of no less than 5 weeks of French language experience from the list provided from EECD or from another approved option chosen by the participant. Course training to be completed by September 2019.
  - For summer training, remuneration of \$242/day will be paid, for up to 40 days of formal instruction. Proof of program attendance is required. Applicants must attend 5 or more weeks of training to qualify for remuneration. **Please note that this is taxable income.**
  - Pre and post oral language assessment up to a maximum of \$130 (receipt-based)
  - Mileage expenses up to a maximum of \$500. Mileage of 0.45 per kilometer if recipient's home address is further than 20 km from the institution
  - Other modes of transportation (receipt-based – economy fare)
  - Accommodation costs up to \$60 per day (receipt-based) unless included in course/training tuition.
  - Maximum unreceipted accommodation allowance - \$20 (tax and tips included)
  - Meals - \$50 per day unless included in course/training tuition
  - Taxi fares – taxi fares exceeding \$10 must be supported by receipts
- Each recipient must submit expense claims within three (3) weeks of the completion of the course/training:
    - ❖ Expense form on NBTA website
    - ❖ Summary report – Remuneration through the Portal ONE site
  - The expense form is available on the NBTA web site. Please submit your expense form **and all receipts** to the attention of Janet Peabody at the NBTA, [janet.peabody@nbta.ca](mailto:janet.peabody@nbta.ca).
  - Remuneration for daily rates will be made through district payroll services. See above instruction for remuneration