

EXPENSE SHEET
Grant for Extended French Language Learning for Teachers – 2018

Please note: The maximum amount of reimbursed expenses is \$19 500. Under no circumstances will the amount paid to recipients exceed \$19 500.

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 locations of the training programs you have attended.

In-Province Out-of-Province (In Canada) Out-of-Province (Outside of Canada)

Program(s) Selected:

Grant 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) - 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						
Total Other Expenses (Accommodations and Meals):						

Remuneration through the summary report - Portal ONE

For summer training, remuneration of \$238/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:
 - July 1st-July 14th
 - July 15th-July 28th
 - July 29th-August 11th
 - August 12th-August 25th
 - ❖ Meeting Name - Select *Grant Expense-Remuneration*
- Participant Details
 - ❖ Select your *School District*
 - ❖ Under # Days Required – Remuneration: Complete the *Remuneration information by adding the number of days* (\$238/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 (Grant Expenses + Other Expenses): _____

(The maximum amount of reimbursed expenses is \$19 500. Under no circumstances will the amount paid to recipients exceed \$19 500.)

Applicant's Signature

Date

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Grant Expenses:

- The maximum amount of reimbursed expenses is \$19 500. Under no circumstances will the amount paid to recipients exceed \$19 500
- Grant recipients are required to pay their expenses and will be reimbursed. They should submit a list with an estimate of expenses with their application. The following expenses will be considered for each application:
 - Tuition fees for a duration of no less than 5 weeks of personal French Immersion experience (number of weeks can be a combination of 1 or more programs/training) receipt-based. Course training to be completed by September 2018
 - For summer training, remuneration of \$238/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
 - 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 non-receipted accommodation allowance - \$20 (tax and tips included)
 - Meals - \$50 per day unless included in course/training tuition
 - 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 to the attention of Janet Peabody NBTA (janet.peabody@nbta.ca)
- Remuneration for daily rates will be made through district payroll services. See above instruction for remuneration