

# BRSD #31 RETIREMENT ACKNOWLEDGEMENT

## Expense Claim

Recognizing retiring teachers who have been members of Battle River Local No. 32 will be the responsibility of their individual schools, should the school choose to do so. Due to low turnout at retirement functions, Battle River Local #32 ATA no longer holds an event of this nature. Instead, the local will provide funds to assist with the cost of retirement celebrations; these funds do not apply to gifts. Schools can claim \$200 for each retiree.

If your school qualifies for this funding, please fill out the form accordingly. Receipts of the costs you are requesting reimbursement for must be included with the expense claim.

Forms to submitted to:

**By Mail:**

*Denise Shostak*  
*Local #32 Treasurer*  
 Box 90  
 Edberg, AB  
 TOB 1J0

**By Email:**

*brsdlocal32treasurer@gmail.com*

***Deadline to submit this form and receipts is September 15 of the following school year.***

Cheque payable to: \_\_\_\_\_

Mail cheque to: \_\_\_\_\_

School Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please complete the following information:***

**Name of School:**

**School Year:**

**Retiree Name(s):**

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| Cost Incurred | Itemized Expense List |
|---------------|-----------------------|
| \$            |                       |
| \$            |                       |
| \$            |                       |
| \$            |                       |
| \$            |                       |
| \$            |                       |
| \$            |                       |
| \$            | <b>TOTAL COST</b>     |