



## **Request for Reimbursement 2011-2012**

*Please complete this form and submit within **four** weeks of completion of course/conference/workshop attendance OR participation in cultural event.*

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

**School :** \_\_\_\_\_

**School Board** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Postal Code** \_\_\_\_\_

**Telephone (work)** \_\_\_\_\_ **(home)** \_\_\_\_\_

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➤ **Describe the type of professional development or cultural event :**

Course \_\_\_\_\_

Workshop \_\_\_\_\_

Conference \_\_\_\_\_

Cultural Event \_\_\_\_\_

➤ **The Centre will issue the reimbursement cheque to (Please indicate the appropriate one) :**

1. School Board \_\_\_\_\_
2. School \_\_\_\_\_
3. Teacher \_\_\_\_\_

➤ **You will find enclosed the following documents : (check : ✓)**

\_\_\_\_\_ Proof of course completion

\_\_\_\_\_ Proof of conference/session registration (*Hotel receipts, travel receipts (gas, flight), up to \$45 for meals with receipts included. Please subtract all alcohol beverages from receipts.*)

\_\_\_\_\_ Proof of immersive experience  
(*All original travel receipts*)

\_\_\_\_\_ Proof of cultural event

➤ **I have received funds from another source.**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide a copy of the amount and indicate from what source..\_\_\_\_\_

➤ **Total amount claimed**\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send to: *Lesley Doell, French Language Consultant  
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