

Apply between September 6, 2011 & May 1, 2012

Consolidated Pro-D Funds



Funding Application Form

Surrey Teachers' Association
 #201, 9030 King George Blvd., Surrey, V3V 7Y3
 604-594-5353 Fax: 604-594-5176 Courier #000



**Funds can be used for events taking place between
 July 1, 2011 – September 15, 2012**

Name:	Employee #	School:	Courier #:
Home Address:		Email:	
City:	Postal Code:	Signature:	

Workshop/Conference Information		
Workshop/Conference: (see guidelines on reverse)		
Location:	Date:	
You must submit all <u>ORIGINAL</u> receipts in order to receive reimbursement. <u>NO faxes or photocopies</u>		
	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Teacher-on-Call \$201.26/day		
Accommodation		
Transportation Automobile (km)x0.50 from _____ to _____ + return (circle if applicable) Carpooling (km)x0.10x(#) passengers. List names: _____		
Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided. breakfasts \$12.00 on (dates) _____ lunches \$14.00 on (dates) _____ dinners \$24.00 on (dates) _____		
LSA/PSA Membership / Professional journal subscription		
Maximum allowable: \$350.00	TOTAL	
Comments:		

For STA Office Use Only			<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
STA Pro-D Chair:		Amount Approved \$		
Reference:	Cheque#	Date:		

Pro-D funds may be considered as taxable benefits according to Revenue Canada if the event/activity they are applied to has more personal than professional benefit. STA Pro-D funds will not be approved for such events.

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CONSOLIDATED PRO-D FUND Application Guidelines & Procedures

NOTE: ALL STA members are entitled to apply for Consolidation funds, including TOCs and FTTOs

1. A maximum of up to \$350.00 per applicant, will be available, on a first come, first serve basis.
2. Teachers can receive funding ONCE every THREE years, for a SINGLE EVENT, for a total of UP TO \$350.00. (e.g. If you received funds in 2009-10 school year, 2010-11 NO, 2011-12 NO, 2012-13 YES)
3. Teachers must apply for a SPECIFIC EVENT— forms with no specific event listed will not be approved for funding.
4. Applications for the CURRENT school year will be accepted AFTER September 6, 2011 and up until May 1, 2012.
5. The Professional Issues Officer will contact teachers to let them know if their request has/has not been approved (pending availability of funds at the time)
6. The Professional Issues Officer will notify the membership when the funds have been exhausted

Process:

- Fill in a Consolidated Pro-D Funding Application Form. Please include a copy of the conference brochure or information sheet showing agenda and fees.
- Forward the form to the STA office - attention Professional Issues Officer. (*Keep a copy for your own records*).
- You should ensure your application is processed and approved by the Professional Issues Officer prior to attending the conference/workshop.
- You must submit all original receipts, along with a copy of the “APPROVED” application form to the STA within 30 calendar days of attending the conference.
- Please include confirmation of attendance at all Pro-D sessions where applicable (i.e. the conference or workshop registration receipt). If you are not claiming Pro-D funds to cover the cost of registration, a copy of the receipt is sufficient. Otherwise, you must submit ORIGINAL ITEMIZED RECEIPTS.

ALL FORMS AND RECEIPTS MUST BE SUBMITTED TO THE STA OFFICE BY September 15, 2012

Receipts are not required for meals and kilometrage

STA Pro-D funds may be applied toward the cost of:

- Individual fees for conferences, conventions, workshops, seminars
- Non-credit courses related to teaching
- Inter-class visits (i.e. TOC costs of \$201.26/day for school year 2011-2012 to cover release time)
- LSA/PSA dues
- Subscriptions to professional journals
- Transportation
 - a) Public transportation—train, bus, ferry or plane fares (economy class wherever possible) at cost.
 - b) Private automobile—subject to the following guidelines governing the use of private automobiles, members may claim reimbursement for use of their private automobiles at a mileage rate of \$.50/km.
 - c) Members traveling to Pro-D events are expected to pool the use of cars whenever possible. If carpooling, members who drive may claim an additional 10 cents per kilometre for each additional passenger (see guidelines following regarding travel outside the Lower Mainland).
 - d) When traveling outside of the lower mainland:
 - members should use the fastest and most economical mode of transportation.
 - members traveling to Pro-D events outside of the Lower mainland by private automobile must charge expenses on the basis of public transportation costs except when two or more persons are traveling in one car, in which case ONLY the driver may claim reimbursement at the approved mileage rate (see above).
 - members traveling by automobile instead of public transportation, but claiming expenses on the basis of public transportation, may claim only for the accommodation, meals, and other expenses that would have been claimable if public transportation had actually been used.
 - Parking charges: at actual cost, with receipts
 - Accommodation based on double room occupancy (whenever feasible)
 - Meals up to a maximum of \$12.00 for breakfast, \$14.00 for lunch and \$24.00 for dinner (if not included in conference registration)
 - Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days, (i.e. childcare)
 - TOC costs (\$201.26/day for school year 2011-2012)