



# Teacher on Call

## Professional Development Funding Application Form

Surrey Teachers' Association

#201, 9030 King George Blvd., Surrey, V3V 7Y3

604-594-5353 Fax: 604-594-5176

School Courier#000

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

**\*\*You must have worked at least 20 days in Surrey in the previous 3 months in order to be eligible for Pro-D funding. \*\***

Workshop/Conference Information		
Workshop/Conference: (see guidelines on reverse)		
Location:	Date:	
<b>You must submit all <u>ORIGINAL</u> receipts in order to receive reimbursement. <u>NO faxes or photocopies</u></b>		
	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
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 \$150.00		
<b>Total</b>		
TOC Pro-D Rep's Signature : _____		
Application will not be considered without the TOC Pro-D Representative's signature.		
Percentage of contract (if applicable) _____		

- 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.

- **Pro-D funds will not be approved for District sponsored events unless the STA has been involved in the planning. The STA logo will appear on all advertising indicating funding approval for such events.**

### **TOC PD Funding Procedures**

**NOTE:** A maximum of \$150 per TOC per Pro-D event may be available.

- TOC's will be treated as "a school unit" and must apply to the STA TOC Chairperson for funding approval.
- Guidelines for distribution of TOC Pro-D funds are developed by the TOC Advisory Committee and reviewed on a yearly basis.
- To be eligible for STA Pro-D funds, TOCs must have worked at least 20 days in Surrey in the past 3 months.
- If you are in an indefinite or long-term assignment of more than 50%, you should apply first to your base school
- PD funds may not be used to cover the cost of lost wages while attending a Pro-D event.
  1. Fill in the Pro-D Funding Application Form.
  2. Please include a copy of the conference brochure or information sheet showing agenda and fees
  3. Submit the form to the STA office, (courier #000) for approval at least two weeks prior to the event. Please address it: Attention—STA TOC Representative.
  4. When the STA TOC Representative has approved the form, a copy will be mailed to you.
  5. You should ensure your application is processed and approved by the STA TOC Representative prior to attending the conference/workshop.
  6. You must submit all original receipts, along with the "APPROVED" application form to the STA office within 30 calendar days of attending the conference.

**THIS year's funds can be used for events taking place between July 1, 2011 and September 15, 2012**

**ALL FORMS AND RECEIPTS MUST BE SUBMITTED TO THE STA OFFICE BY SEPTEMBER 15, 2012.**

**Receipts are not required for meals and kilometrage.**

**STA PD funds may be applied toward the cost of:**

- group or individual fees for conferences, conventions, workshops, seminars
- non-credit courses related to teaching
- 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 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 PD workshops on their non-instructional days, (i.e. childcare)