



# I N D I V I D U A L

## Professional Development Funding Application Form

#201 - 9030 King George Boulevard, Surrey, V3V 7Y3  
 Tel: 604-594-5353 Fax: 604-594-5176 Courier #000

App. #: _____
Date: _____

**Funds can be used for events taking place between  
 July 1, 2018 – September 15, 2019**

<b>Name:</b>	<b>Employee #</b>	<b>School:</b>	<b>Courier #:</b>
<b>Home Address:</b>		<b>Email:</b>	
<b>City:</b>	<b>Postal Code:</b>	<b>Signature:</b>	

<b>Workshop/Conference Information</b>	
<b>Workshop/Conference:</b>	
<b>Location:</b>	<b>Date:</b>

**You must submit all ORIGINAL ITEMIZED receipts in order to receive reimbursement.  
 FAXED OR PHOTOCOPIED RECEIPTS WILL NOT BE ACCEPTED.**

	Amount Requested	Amount Approved
<b>Conference/Workshop Registration Fee</b>		
<b>Teacher Teaching-on-Call (\$216.42 per day)</b>		
<b>Accommodation</b>		
<b>Transportation</b> Automobile (km) x 0.54 from _____ to _____ return (circle if applicable) Public Transit: _____ Carpooling (km) x 0.10 x (#) passengers (MUST be STA members from same school who will be claiming ProD expenses (other than mileage) for same workshop). List names: _____		
<b>Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided.</b>  breakfasts \$14.00 on (dates) _____ lunches \$16.00 on (dates) _____ dinners \$26.00 on (dates) _____		
<b>LSA/PSA Membership</b> <b>Professional Journals Subscription</b> <b>Professional Resources: Attach a Professional Resources Approval Application Form</b>		
<b>Total</b>		

**School / Site Pro-D Committee Chairperson**

**Signature:** \_\_\_\_\_ **(PRINT NAME)** \_\_\_\_\_

***Applications will not be considered without the signature of Pro-D Chairperson.***

- 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.

## Individual PD Funding Procedures

NOTE: All funding applications must be approved, and signed, by the school/site Pro-D chair before submitting to the STA office.

1. Fill in a Pro-D Funding Application Form (*even if all you require is TTOC coverage, e.g. classroom observations*). TTOC COSTS MUST BE INCLUDED ON YOUR FORM — THEY ARE NOT PAID BY THE SCHOOL BOARD.
2. Submit the form, conference brochure (showing agenda and fees), etc., to your school Pro-D Chairperson for approval (they will record your application, and return it to you). You should submit all forms AT LEAST two weeks prior to the conference.
3. You must ensure your application is processed and approved by your school Pro-D Chairperson prior to attending the conference/workshop (in case there is a question of eligibility or availability of funds).
4. After you attend the event, submit all original receipts, along with the “APPROVED” application form, to your school Pro-D committee so they can verify it with their records. Then forward forms and ORIGINAL ITEMIZED receipts to the STA office within 30 calendar days of attending the conference.
5. Please include confirmation of attendance at all pro-d sessions, where applicable (i.e. conference/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 RECEIVED BY THE STA OFFICE BY September 15, 2019.**

*Receipts are not required for meals and kilometrage*

### **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. TTOC costs of \$216.42/day to cover release time)
- LSA/PSA dues
- Subscriptions to professional journals/resources (NOT classroom/teaching materials)
- 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 \$.54/km. Reimbursement for mileage to Pro-D workshops will be calculated from place of work or home, whichever is the shortest distance.
  - 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 kilometer 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 \$14.00 for breakfast, \$16.00 for lunch and \$26.00 for dinner (if not included in conference registration). You should ensure that your expenses (i.e. meals, accommodation) are based upon an appropriate time frame (e.g. if the event that you attend ends at 4:00 p.m. and it is reasonable to expect you could return home that afternoon, then claiming accommodation or meal expenses for that evening would be questioned).
- Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days.(i.e. childcare).
- TTOC costs (\$216.42/day).
- Details for LOA Form:
  - Leave Type: Professional Development
  - Article: G.21.5.a
  - TTOC is requested – Y
  - Leave with pay
  - Cost of substitute coverage to be borne by STA – attention June James

*The purpose of professional development, as laid out in the collective agreement guides the approval of Pro-D Funding applications: F.22.1* The Board and the Surrey Teachers’ Association recognize the value of professional development activities to enhance curricular knowledge, to heighten instructional skills, and to broaden exposure to pedagogical theories, methods and strategies.