



Teacher Teaching on Call

Professional Development Funding Application Form

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

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

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

You must submit a proof of working at least 20 days in Surrey in the 3 months prior to the date of the event in order to be eligible for Pro-D funding.

| | |
|--|-------|
| Workshop/Conference: (see guidelines on reverse) | |
| Location: | Date: |

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

| | Amount Requested | Amount Approved |
|--|------------------|-----------------|
| Conference/Workshop Registration Fee | | |
| Accommodation | | |
| Transportation Automobile (km) x 0.54 from _____ to _____ + return (circle if applicable) Carpooling (km) x 0.10 x (#) passengers. (MUST be STA members who will be claiming ProD expenses (other than mileage) for same workshop). List names: _____ | | |
| Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided. breakfasts \$14.00 on (dates) _____ lunches \$16.00 on (dates) _____ dinners \$26.00 on (dates) _____ | | |
| LSA/PSA Membership Professional Journals Subscription Professional Resources: <i>Attach a Professional Resources Approval Application Form</i> | | |
| Maximum allowable \$150.00 | | |
| Total | | |

TTOC Pro-D Rep's Signature : _____

Application will not be considered without the TTOC 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.

TTOC PD Funding Procedures

NOTE: A maximum of \$150 per TTOC per school year may be available.

- TTOC's will be treated as "a school unit" and must apply to the STA TTOC Chairperson for funding approval.
 - Guidelines for distribution of TTOC Pro-D funds are developed by the TTOC Advisory Committee and reviewed on a yearly basis.
 - To be eligible for STA Pro-D funds, TTOCs must have worked at least 20 days in Surrey in the 3 months prior to the date of the event.
 - 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 TTOC Representative.
 4. When the STA TTOC Representative has approved the form, you will be notified by email.
 5. You should ensure your application is processed and approved by the STA TTOC 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, 2018 and September 15, 2019

ALL FORMS AND RECEIPTS MUST BE RECEIVED BY THE STA OFFICE BY September 15, 2019.

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/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
 - 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 \$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 PD workshops on their non-instructional days, (i.e. childcare)

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.