surrey teachers' association

INDIVIDUAL 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, 2019 – September 15, 2020

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

Workshop/Conference: ***(see guidelines on reverse)***

Location: **Date:**

As a result of the COVID-19 crisis, we are currently accepting receipts as follows:

1. Forwarded e-mails from the organizer that have the "original" receipt attached.
2. If the above is not available, we will accept copies and/or pictures of receipts for reimbursement.

Please ensure that all receipts are clearly legible and include your name as well as the name, date and location of event and event fees that have been paid in full.
Be sure to include your HOME mailing address on your application as cheques will be mailed to you there.

	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Teacher Teaching-on-Call ($220.16 per day)		
Accommodation		
Transportation **Automobile (km) x 0.54 from_____to_____+ return ☐** **(check box if applicable)** **Public Transit: _____** **Carpooling (km) x 0.10 x (#) passengers. (MUST be STA members who will be claiming Pro-D 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:** ***Attach a Professional Resources Approval Application Form***		
Total		

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 PRO-D FUNDING PROCEDURES

As a result of the COVID-19 crisis, we have altered the handling of documents for Pro-D Funding.
Here are the temporary steps to follow:

1. Prior to the event, you must fill out the form and e-mail it to your Pro-D Rep for approval. If you are not sure who your Pro-D Rep is, please e-mail accounting@surreyteachers.org requesting the information.
2. Your Pro-D Rep will process the application and e-mail the approved application to the member, cc'ing accounting@surreyteachers.org on the e-mail and making sure to include the name of the event and amount approved in body of the e-mail.
3. After you have completed the event, e-mail your approved application, along with your receipt(s), to accounting@surreyteachers.org and cc your Pro-D Rep on the e-mail for their records. Please ensure that all receipts meet the criteria outlined on the first page of this document.
4. Providing all criteria is met, your application will be processed for reimbursement and a cheque will be mailed to your home address. We will contact you via e-mail if we require further information.

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, 2020.
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 $220.16/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 ($220.16/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 Erin Coleman

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.