

# Apply between September 10, 2020 & June 25, 2021



## CONSOLIDATED PRO-D FORM

### Professional Development Funding Application Form

#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, 2020 – September 15, 2021**

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

<b>Workshop/Conference Information</b>		
Workshop/Conference: (see guidelines on reverse)		
Location:		Date:
<b>Effective October 1, 2020, we are resuming the original practice for submitting applications and receipts wherein we require the originals to be sent to us via the courier mailbag.</b>  <b>You must submit all <u>ORIGINAL</u> receipts in order to receive reimbursement.</b> <b><u>FAXED OR PHOTOCOPIED RECEIPTS WILL NOT BE ACCEPTED.</u></b>		
	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Teacher Teaching-on-Call \$228.87/day		
Accommodation		
<b>Transportation</b> Automobile (km) x 0.54 from _____ to _____ + return (circle if applicable) Public Transit: _____		
<b>Meals:</b> 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) _____		
<b>Maximum allowable: \$450.00</b>	<b>TOTAL</b>	
Comments:		

<b>For STA Office Use Only</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
STA Pro-D Officer:	Amount Approved \$	

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 TTOCs and FTTOs.

1. A maximum of up to \$450.00 per applicant, will be available, on a first come, first serve basis. Teachers can receive funding ONCE every TWO years, for a SINGLE EVENT, for a total of UP TO \$450.00. (e.g. If you received funds in 2019-20 school year: 2020-21 NO, 2021-22 YES)
2. Teachers must apply for a SPECIFIC EVENT— forms with no specific event listed will not be approved for funding.
3. Applications for the CURRENT school year will be accepted AFTER September 10, 2020 and up until June 25, 2021.
4. Applicants will be notified by e-mail to let them know if their request has/has not been approved (pending availability of funds at the time).
5. The Professional Development 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 Development Officer. (*Keep a copy for your own records*).
- You should ensure your application is processed and approved by the Professional Development 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 RECEIVED BY THE STA OFFICE BY September 15, 2021.**

*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 \$228.87/day to cover release time)
- 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 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 Pro-D workshops on their non-instructional days (i.e. childcare).
- TTOC costs (\$228.87/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.