



# 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, 2024 – September 15, 2025**

<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>	

Thank you for providing your address. We are collecting this information so that we are able to mail your reimbursement to your home address, if needed. If you have any concerns about your address being collected, used, and disclosed as is reasonably necessary for this purpose, please let us know.

<b>Workshop/Conference:</b> <i>(see guidelines on reverse)</i>	
<b>Location:</b>	<b>Date:</b>

**You must submit all ORIGINAL receipts in order to receive reimbursement. Faxed or photocopied receipts WILL NOT BE ACCEPTED.**

	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Teacher Teaching-on-Call (\$279.19/day)		
Accommodation		
<b>Transportation</b> Automobile (km) x 0.72 from _____ to _____ + return (check 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: _____		
<b>Meals:</b> Please do not claim for meals on days when you attend an organized event where the meals are provided.  breakfast \$20.00 on (dates) _____ lunch \$25.00 on (dates) _____ dinner \$40.00 on (dates) _____		
<b>LSA/PSA Membership</b> <b>Professional Journal Subscription</b> <b>Professional Resource:</b> <i>Attach an Approved Professional Resource Application</i>		
<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 has more personal than professional benefit, STA Pro-D funds will not be approved.

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 FUND Application Guidelines & Procedures**

**NOTE:** All funding applications must be approved, and signed, by the school/site Pro-D chair before submitting to the STA office. PTOC funding applications must be approved by the STA TTOC rep (ttocrep@surreyteachers.org) before submitting to the STA office.

### **Process:**

1. Fill in the Individual Pro-D Funding Application Form (*even if all you require is TTOC coverage, e.g., classroom observations*).
  - a) TTOC COSTS MUST BE INCLUDED ON YOUR FORM — THEY ARE NOT PAID BY THE SCHOOL BOARD. An approved Pro-D funding application form must be on file at the STA office prior to booking the LOA. When booking the LOA, a TTOC must be requested.
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 to your school Pro-D Chairperson 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). If you are applying for more than \$500.00 to attend an event, the school Pro-D Chairperson will consult with the STA Professional Development Officer (Erin Coleman) prior to approving the request.
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. Keep a copy for yourself.
5. Please include confirmation of attendance at all Pro-D sessions, where applicable (e.g., 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. **WE DO NOT ACCEPT FAXED RECEIPTS!!**
6. Reimbursement will occur after the conference/workshop, or when a course has been completed. If an event has been cancelled, or if you were unable to attend, please seek a refund from the organizers of the event.
7. STA Convention Day:  
Funding for all STA members to attend Convention is provided by the STA. STA members are expected to attend the Convention. STA Pro-D Funds may not be applied to any expenses incurred for alternate Pro-D activities on that day.  
**NOTE: STA Convention Day is Friday, May 2, 2025**

**ALL FORMS AND RECEIPTS MUST BE RECEIVED BY THE STA OFFICE BY SEPTEMBER 15, 2025.**  
***Receipts are not required for meals and mileage.***

### **Individual Pro-D funds may be applied toward the cost of:**

1. Individual fees for conferences, conventions, workshops, seminars.
2. Non-credit courses related to teaching.
3. Online events that DO NOT include subscriptions to teaching resources.
4. Inter-class visits (e.g., TTOC costs of \$279.19/day to cover release time).
5. LSA/PSA dues.
6. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
7. Transportation:
  - a) Public transportation—train, bus, ferry, or plane fares (economy class wherever possible) at cost, with receipts.
  - 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 \$0.72/km. Reimbursement for mileage to Pro-D workshops will be calculated from place of work or home, whichever is the shortest distance.

**Individual Pro-D funds may be applied toward the cost of (continued):**

- 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. Passengers must be STA members who will be claiming Pro-D expenses (other than mileage) for the same workshop.
  - d) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.
  - e) 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).
  - f) 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.
8. Parking charges: at cost, with receipts.
9. Accommodation may be covered if necessary to attend the event. Accommodation based on double room occupancy (whenever feasible).
- a) Members should not claim accommodation expenses for events that occur within the Lower Mainland. The Lower Mainland boundary is generally defined by Agassiz and Chilliwack to the East, the Canada/USA border to the South, and Lions Bay to the North.
10. Meals up to a maximum of \$20.00 for breakfast, \$25.00 for lunch and \$40.00 for dinner (if not included in conference registration). You should ensure that your expenses (e.g., 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).
11. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., childcare).
12. TTOC costs (\$279.19/day).
13. 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  
**AN APPROVED APPLICATION MUST BE ON FILE WITH THE STA PRIOR TO BOOKING LOA**

**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.**