



# 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, 2025 – September 15, 2026**

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

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.

**To be eligible for Pro-D funding, you must submit proof that you have worked at least 20 days in Surrey in the 3 months prior to the date of the event.**

Workshop/Conference: (see guidelines on reverse)		
Location:	Date:	
<b>You must submit all <u>ORIGINAL</u> receipts in order to receive reimbursement. Faxed or photocopied receipts WILL NOT BE ACCEPTED.</b>		
	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Accommodation		
Transportation: Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.		
Automobile (km) x 0.73 from _____ to _____ + return (check if applicable)		
Bicycle (km) x 0.26 from _____ to _____ + return (check if applicable)		
Public Transit: _____		
Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided.		
breakfast \$24.14 on (dates) _____		
lunch \$23.29 on (dates) _____		
dinner \$49.05 on (dates) _____		
LSA/PSA Membership		
Professional Journal Subscription		
Professional Resource: <i>Attach an Approved Professional Resource Application</i>		
Maximum allowable: \$200.00		
<b>TOTAL</b>		
<b>TTOC Pro-D Rep's Signature:</b> _____		
<b>Percentage of contract (if applicable)</b> _____		

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.

## **TTOC PRO-D FUND Application Guidelines & Procedures**

**NOTE:** A maximum of \$200 per TTOC per school year may be available. PTOCs should use an Individual Pro-D application.

- TTOC's will be treated as "a school unit" and must apply to the STA TTOC Rep 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 (not including July or August) prior to the date of the event. A dispatch report confirming the days worked, must be submitted along with the application.
- If you are in an indefinite or long-term assignment of more than 50%, you should apply first to your base school using an Individual Pro-D application.
- Pro-D funds may not be used to cover the cost of lost wages while attending a Pro-D event.
- **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 1, 2026.***

### **Process:**

1. Fill in the TTOC Pro-D Funding Application Form.
2. Please include a copy of the conference brochure or an information sheet showing the agenda and fees and a dispatch report confirming the days worked.
3. Submit the form to the STA office (courier #000) or [accounting2@surreyteachers.org](mailto:accounting2@surreyteachers.org) for review at least two weeks prior to the event.
4. When the STA and the STA TTOC Rep ([tocrep@surreyteachers.org](mailto:tocrep@surreyteachers.org)) have reviewed and approved the form, you will be notified by email.
5. You should ensure your application is approved by the STA 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.

**ALL FORMS AND RECEIPTS MUST BE RECEIVED BY THE STA OFFICE BY September 15, 2026.**  
***Receipts are not required for meals and mileage.***

### **TTOC 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. LSA/PSA dues.
5. Subscriptions to professional journals/resources (NOT classroom/teaching materials).
6. 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 \$0.73/km.
  - c) Cycling—members may claim reimbursement for use of their bicycle at a mileage rate of \$0.26/km.

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

- d) Reimbursement for mileage will be calculated from place of work or home, whichever is the shortest distance.
- e) When traveling outside of the Lower Mainland members should use the fastest and most economical mode of transportation.
- f) 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.
- g) 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.

7. Parking charges: at cost, with receipts.
8. 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.
9. Meals up to a maximum of \$24.14 for breakfast, \$23.29 for lunch and \$49.05 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).
10. Legitimate expenses, excluding wages, for part-time members to attend Pro-D workshops on their non-instructional days (e.g., 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.**