I N D I V I D U A L
Professional Development Funding Application Form
#201, 9030 King George Boulevard, Surrey, V3V 7Y3
604-594-5353   Fax: 604-594-5176   Courier #000

surrey **teachers'** association

App. #: _____

Date: _____

Funds can be used for events taking place between
July 1, 2013 – September 15, 2014

Name:	Employee #	School:	Courier #:

Home Address:		Email:	

City:	Postal Code:	Signature:	

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

Location:	Date:

You must submit all ORIGINAL ITEMIZED receipts in order to receive reimbursement.
NO faxes or photocopies

	Amount Requested	Amount Approved
Conference/Workshop Registration Fee		
Teacher-on-Call $201.26/day		
Accommodation		
Transportation **Automobile (km)x0.50 from** _____ **to** _____ **+ return (circle if applicable)** **Carpooling (km)x0.10x(#) passengers. List names:**_____		
Meals: Please do not claim for meals on days when you attend an organized event where the meals are provided. **breakfasts $12.00 on (dates)**_____ **lunches $14.00 on (dates)**_____ **dinners $24.00on (dates)**_____		
LSA/PSA Membership / Professional journal subscription		
Total		

School / Site Pro-D Committee Chairperson Signature: _____

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 PD Funding Procedures

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 TOC coverage, e.g. classroom observations).*
    TOC 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 <u>and approved</u> 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 SUBMITTED TO THE STA OFFICE BY September 15, 2014.
    * Receipts are not required for meals and kilometrage

Pro-D funds may be applied toward the cost of:
- Group or individual fees for conferences, conventions, workshops, seminars
- Non-credit courses related to teaching
- Inter-class visits (i.e. TOC costs of $201.26/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 $.50/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 $12.00 for breakfast, $14.00 for lunch and $24.00 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).
- TOC costs ($201.26/day).
- Details for LOA Form:
  Leave Type: Professional Development
  Article: G.21.5.a
  TOC is requested – Y   Leave with pay
  Cost of substitute coverage to be borne by STA – attention Anne McNamee

F.22.1 PURPOSE
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.