

SCHOOL DISTRICT #67 (OKANAGAN SKAHA)
T.T.O.C. Professional Development Expense Claim Form

(Part A) REQUEST FOR APPROVAL

T.T.O.C. Name: _____ Date of Application: _____

Professional Development Activity: _____

Location of Activity: _____ Fee for the Activity: _____

Date and Time of Activity: _____

Signature of Applicant

Signature of Pro D Chairperson

Preferred Contact Method

Phone: _____ E-mail: _____

(Part B) INDIVIDUAL REIMBURSEMENT – please estimate expenses during application process

Expenses (Please attach receipts and adjust for actual expenses upon completion of Pro-D activity, registration fees can be reimbursed upon initial payment)

Course Fee: actual expense _____

Travel: estimated _____ actual expense _____

Accommodation: estimated _____ actual expense _____

Meals: (\$50 per day) estimated _____ actual expense _____

Other: estimated _____ actual expense _____

Honorarium: (\$200 per day) _____

Honorariums will only be paid during instructional days

Estimated Expenses: (Max \$750) _____

Actual Expenses: (Max \$750) _____

(Part C) Final Approval

Signature of Pro D Chairperson

Teachers Teaching On Call Professional Development Fund

T.T.O.C. Professional Development Instructions

- The Teachers Teaching on Call yearly Professional Development Fund (Pro D) is \$6,400. The purpose of these funds is to assist T.T.O.C's. in attending workshops and/or short upgrading courses in their field of teaching.
- This form can be found in all schools in the district as well as at the OSTU Office and on the OSTU website (www.ostu.ca). Fill out the top box (Part A), *REQUEST FOR APPROVAL*, and the middle box (Part B) *INDIVIDUAL REIMBURSEMENT* with your actual course fee expense and other estimated expenses. Place the forms in an envelope and drop it off or mail to the OSTU office (697 Martin Street, Penticton, V2A 5L5) or use the inter-school mail bag system or fax to the OSTU office 250-492-5540.
- Application for the grant must be made to the Professional Development Chair and approved prior to the activity.
- After you have attended the activity, please fill in the actual expense amounts in "Part B" of the form, attach receipts and submit them with the completed form. Cheques will be mailed out approximately one week after expenses are submitted.
- Expenses which you may claim are; Course Fee, Travel, Accommodation, Meals and Other. The "Other" expenditures will be considered on an individual basis provided they are noted in your original request.
- T.T.O.C's. may make multiple requests for funding but may not request more than \$750 per school year.
- Funds will be paid in order according to the date the application is received.
- Proof of completed activity and any necessary receipts must be submitted before payment of grant is possible. Proof of completion of the activity is the responsibility of the teacher.

If you have any questions please contact: Teresa Fry (Pro D Chairperson) at 250-492-4915 or pro-dchair@summer.com.

OSTU Professional Development Expense Claims

Based on BCTF per diem rates, with modifications Pro D. Reps please refer to these rates when handling expense claims.

Accommodation:

- maximum of \$150.00 per night (receipt required)
- \$25.00 per night for host family

Mileage:

- \$0.50/km to a maximum of \$200.00 return to Vancouver, \$100.00 to Kamloops, and \$30.00 to Kelowna
- Airfare (receipt required)

Meals:

- \$50.00/day (breakfast \$12.00, lunch \$14.00, dinner \$24.00 as the typical breakdown costs)

Parking:

- \$10.00/day (receipt required)

Ferry:

- at cost (receipt required)

Course Fees:

- will vary (receipt required)

Honorarium:

- \$200 honorarium will be paid if the Pro-D activity occurs during a regular teaching day (Provincial Pro-D days are not counted as a regular teaching day)

These rates represent a ceiling for daily expenses. Teachers should claim only the amount actually spent, up to these daily limits, but not use them as a default amount to claim.

Receipts are not required for meals, mileage, or the hostess gift at this time. Receipts are required for other claims.