

2021-2022 OSTU Contract Teacher Pro-D Expense Claim Application

Please drop-off claim package at the OSTU office (697 Martin St.) or scan & e-mail as a single document (Word/PDF) to pd67@bctf.ca

Funding Source: **Individual** (include: receipts and registration docs)
 Contingency (registration & TTOC costs; one claim a school year)
 Non-Credit (include: receipt; proof of completed course; course description)

Date: _____ Name: _____ School: _____

Activity: _____

Activity Start/End Date: _____ Activity Location: _____

Teacher Signature: _____ Date: _____

Admin Signature: _____ Date: _____

School Pro D. Rep Signature: _____ Date: _____

Application of Funds

Individual Funds:	\$	Estimated	Actual
Registration:	\$	_____	_____
Travel:	\$	_____	_____
Accommodation:	\$	_____	_____
Meals:	\$	_____	_____
Other:	\$	_____	_____
T.T.O.C. (\$400/day)	\$	_____	_____
Banking fee:	\$	_____	\$ 1.00
Total Expenses:	\$	_____	_____

All reimbursements will be e-transferred via the information you provided to the OSTU.

If you have not yet provided your information, go to the e-transfer link on the OSTU webpage.

Details: _____

T.T.O.C. Date(s): _____

(E-transfer is \$1.00 or Cheque fee is \$4.00)

Allocation of Reimbursement: **OSTU USE ONLY**

Pro D. Chair Initial: _____

Date: _____

Individual:	\$	_____
Contingency (max \$800):	\$	_____
Non-Credit (max \$400):	\$	_____
Billed to Pro D. Account:	\$	_____
Less TTOC (\$400/day):	\$	_____
Less Partial Payment:	\$	_____
Less E-transfer Fee:	\$	_____ -1.00
Total Payable:	\$	_____

Individual/Group Expense Claims

Prior to the activity, fill in the “Estimated” column with your estimated expenses, and submit to the OSTU office for pre-approval. After you have attended the activity, please fill in the “actual” expense amounts of the form, attach receipts and submit them with the completed form.

NOTE: ALL RECEIPTS MUST SHOW ACTUAL CANADIAN FUNDS

Accommodation:

- maximum of \$250.00 per night (receipt required)
- \$25.00 per night for host family (no receipt required)

Travel:

- \$0.54/km (no receipts required)
- Airfare (receipt required)
- Car rental, please contact the District PD Chair for prior approval – only approved if cheaper than other modes of transit.
- Public Transit / Taxi / Uber (at cost - receipt required)

Meals:

- \$50.00/day (breakfast \$12.00, lunch \$14.00, dinner \$24.00)
No receipts required

Parking:

- \$30.00/day (receipt required)

Ferry:

- at cost (receipt required)

Registration Fees:

- will vary (receipt required)

TTOC:

- \$400/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.

PD claims will be accepted until the last day of the following school year.

Contingency Fund Grant

- Applications for Contingency funds can be made every year and to a maximum of \$800 per the one claim.
- Application for the grant must be made and approved prior to the activity.
- Grant will only cover TTOC and/or registration costs (max \$800 per one claim).
- Personal Professional Development allotment must be accessed and depleted as part of an application to contingency fund.
- Grants will be paid in order, according to the date the application is received.
- Teachers applying for grants must qualify for Professional Development funding under section F.1 of the contract.
- 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.

Criteria will be reviewed by the Professional Development Funding Committee annually.

Non-Credit Course Grant

1. Individuals may apply every other year.
2. Grants will be paid, in order, according to the date applications are received.
3. Payments are limited to one non-credit course per claim. Any funds remaining at the end of the year will be used to make payment to individual applicants, in chronological order of receipt, for a second non-credit course. If the fund is still not depleted, more installments will be paid to individual applicants who have taken additional courses, until the account is fully expended.
4. Proof of completed course must be submitted before payment of grant is possible. Proof of completed course is the responsibility of the teacher. **Course fee/TTOC expense maximum is \$400 in total for the claim.**
5. The following criteria shall be met in order for a professional development activity to qualify for the “non-credit course” status and funding:
 - six (6) or more hours of contact time with a single instructor or planned sequence of instructors; or series of on-line modules in an on-line course program
 - continuing focus on a single topic or theme advertised by the program planners as a complete program or a complete segment of a broader program
 - relevant to the field of education and the teacher’s work assignment
 - teachers must submit a course advertisement or instructor’s statement or a full course description with the application for non-credit course funds

Using Your Personal Professional Development Funds

Some examples of things teachers can be reimbursed for:

- Professional conferences, courses, workshops, and seminars
- Travel to professional conferences, courses, workshops, and seminars
- Professional reading (receipts with book titles must be included)
- PSA memberships
- Educational software (license for teacher use only)
- TTOC charges related to attending a workshop or conference
- TTOC charges related to observing in a colleague's classroom

Types of claims NOT covered by your personal PD funds:

- Books and teaching materials that will be used directly in the classroom (e.g., workbooks, class sets of novels, newspapers, novels to be read aloud to the class, reproducible or consumable resources)
- Cellular phone roaming charges while traveling to a PD activity
- Activities that are a personal interest, rather than professional
- Activities that do not relate to teaching
- Trips in which PD is not the primary focus
- Travel for shopping for resources
- Computer hardware, digital cameras, ipods, etc.
- Bundled software and consumable software (e.g., antivirus program)
- Consumables (e.g., paper, pens, printer ink, etc.)

Note: These lists are meant to give ideas about the ways in which we can spend our personal professional development funds, and are not complete lists.