



OSTU Contract Teacher Pro-D **Pre-Approval** Expense Claim Application
2025/2026 School Year

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

Date: _____ **Name:** _____ **School:** _____

1. What applies to your claim (check all that apply):

<input type="checkbox"/> Professional conference/workshop	<input type="checkbox"/> Professional reading	<input type="checkbox"/> Mentorship
<input type="checkbox"/> Professional course	<input type="checkbox"/> PSA membership	<input type="checkbox"/> Collaboration
<input type="checkbox"/> Travel in Canada	<input type="checkbox"/> TTOC charges	
<input type="checkbox"/> Travel outside Canada*	<input type="checkbox"/> Other:	

*If traveling outside of Canada this claim form must be filled in and sent to the Pro D Committee before their monthly meeting for review and approval. The Committee meetings are listed on the OSTU website.

2. What source of funding are you looking for:

- ☐ Individual Allotment and/or
- ☐ Contingency
 - access these funds once you have depleted your individual allotment
 - once per school year of a maximum of \$1,000
 - for non-credit courses, workshop registration/fee or TTOC costs

3. Please fill out your estimated expenses and submit to the OSTU office for pre-approval.

Activity: _____

Activity Date: _____ Activity Location: _____

Individual Allotment: \$ _____

Registration: \$ _____

Travel: \$ _____

Accommodation: \$ _____

Meals: \$ _____

Other: \$ _____

TTOC (\$500/day): \$ _____

Banking Fee: \$ 1.25

Total: \$ _____

Maximum amounts are listed on the next page for your reference.

If requesting a TTOC please list the dates: _____

Teacher Signature: _____ Date: _____

Admin Signature: _____ Date: _____

School Pro D Rep Signature: _____ Date: _____

2025/2026 School Year

NOTE: ALL RECEIPTS MUST SHOW ACTUAL CANADIAN FUNDS

Contact W.E. Travel <https://weuniontravel.ca/contact-us/> if you need help with booking accommodation and flights

Accommodation:

- maximum of \$300.00 per night (receipt required)
- \$30.00 per night for host family (no receipt required)

Travel:

- \$0.72/km (no receipts required)
- Airfare (receipt required)
- Car rental, please contact the PD Chair for prior approval – only approved if cheaper than other modes of transit.
- Public Transit / Taxi / Uber (at cost - receipt required)

Meals:

- \$96.48/day (breakfast \$24.14, lunch \$23.29, dinner \$49.05)
No receipts required

Parking:

- \$30.00/day (receipt required)

Ferry:

- at cost (receipt required)

Registration Fees:

- will vary (receipt required)

Credit Courses:

- These include, but aren't limited to, courses for a master's degree, increase in Category, or a diploma program.
- Cost will vary (receipt required)

Non-Credit Courses:

- These include courses that are not affiliated within any college or university and cannot increase your category.
- Cost will vary (receipt required)

TTOC:

- \$500/day

These rates represent a ceiling for daily expenses. Teachers should claim only the amount 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.

Information Items

Contingency Fund Grant

- Applications for Contingency funds can be made every year and to a maximum of \$1000 per the one claim.
- Application for the grant must be made and approved prior to the activity.
- **Grant will cover non-credit courses, TIOC costs, workshop registration costs/fees** (max \$1000 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 if possible. Proof of completion of the activity is the responsibility of the teacher.

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

Using Your Personal Professional Development Fund Allotment

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)
- TIOC charges related to attending a workshop or conference
- TIOC charges related to observing in a colleague's classroom

Types of claims NOT covered by 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, iPad, 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

Professional Development Ideas

The following are examples of professional learning experiences that teachers may undertake on a Professional Development Day. This is not an exhaustive list, as there are numerous ways to participate in professional learning.

For more ideas and suggestions, please talk with your school PD representative or the local PD Chair.

1. Research
 - Conduct an individual or group inquiry related to teaching and student learning
 - Work collaboratively within a team to research topics related to teaching and student learning
 - Participate in online courses or webinars or webcasts
2. Professional Networks
 - Participate in a provincial specialist association conference or activity
 - Facilitate a local or BCTF workshop
3. Professional activities
 - Visit to observe colleagues teach
 - Read an educational book in a book study group
 - Attend a professional conference or workshop
 - Discuss educational resources with a colleague
 - Participate in an assessment project
 - Participate in a school, district, or provincial professional development day activity
 - Job-shadow in a related work situation
4. Mentoring and coaching
 - Mentor another member
 - Mentor a student-teacher
 - Participate in a formal network within / outside the district
 - Participate in a district and / or local mentoring program
5. Learning through practice
 - Participate collaboratively in a school-based project
 - Collaborate to learn about and / or create a new instructional or assessment strategy
 - Conduct an action research project
6. Technology and Learning
 - Develop new technological skills to integrate technology into classroom practices and teaching practices / strategies

What isn't Professional Development

- Prep activities – photocopying, laminating, developing worksheets, etc.
- Doing long or short-term planning
- Writing previews
- Marking student work
- Setting up bulletin boards, classroom displays, organizing supplies, etc.
- Planning a field trip
- Engaging in tourist activities: sightseeing, visiting historical monuments and public places for the experience of it
- Having conversations with community members
- Working on report cards

If you are not sure if it is Professional Development, ask yourself:

- Does this activity meet obligations to colleagues, collective agreements, and our profession?
- Have I voluntarily chosen this activity?
- Does this activity help me improve the work I do in my role as a teacher?