



TTOC 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: _____

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	<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. Activity: _____

Activity Date: _____ Activity Location: _____

3. Individual Reimbursement:

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

Registration: \$ _____

Travel: \$ _____

Accommodation: \$ _____

Meals: \$ _____

Other: \$ _____

Banking Fee: \$ 1.25

Total Estimated Expense: \$ _____

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

***TTOCs can access up to a total of \$750 per school year; on a first come, first served basis*

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, short upgrading courses in their field of teaching, PSA membership, and/or professional reading.
- This form can be found at the OSTU Office and on the OSTU website (www.ostu.ca). First, fill out the **Pre-Approval Expense Claim Form**. Scan and email all forms in a complete document to pd67@bctf.ca or place the forms in an envelope and drop it off or mail to the OSTU office (697 Martin Street, Penticton, V2A 5L5).
- After your form has been approved, you will be sent the **Reimbursement Form**. Fill this form out after you have attended the activity. Attach receipts, add any necessary signatures, and submit them with the completed form.
- All reimbursements will be made via e-transfer. Please make sure that you have filled out the e-transfer form, located on the OSTU website.
- The expenses which you may claim are course fees and registration, 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 or full payment of activity or expenses related to the 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 the Pro D Chairperson at pd67@bctf.ca

Expense Claim Information

Note: All receipts must show actual Canadian funds

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)

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.

Using the TTOC 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

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?