

# OSTU Contract Teacher Professional Development Expense Claim Application

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

Funding Source:  **Individual** (include: receipts; activity description, if no registration)  
 **Contingency** (registration & TTOC costs; one claim every other 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: \_\_\_\_\_

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## Application of Funds

Individual Balance: \$ \_\_\_\_\_

	Estimated	Actual
Registration:	\$ _____	_____
Travel:	\$ _____	_____
Accommodation:	\$ _____	_____
Meals:	\$ _____	_____
Other:	\$ _____	_____
T.T.O.C. (\$350/day)	\$ _____	_____
<b>Total Expenses:</b>	\$ _____	_____

Details: \_\_\_\_\_

T.T.O.C. Date(s): \_\_\_\_\_

T.T.O.C. billed to: \_\_\_\_\_

**Cheques will be mailed  
to the home address  
you have on file at OSTU.**

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## Expense Claim Calculation

### OSTU USE ONLY

Applicant has been approved for the following funds:

**Individual** \$ \_\_\_\_\_

**Contingency** (max \$500) \$ \_\_\_\_\_

**Non-Credit** (max \$400) \$ \_\_\_\_\_

OSTU PD Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Allocation of Reimbursement:

#### OSTU USE ONLY

Individual: \$ \_\_\_\_\_

Contingency (max \$500): \$ \_\_\_\_\_

Non-Credit (max \$400): \$ \_\_\_\_\_

**Total Claim:** \$ \_\_\_\_\_

Less TTOC (\$350/day): \$ \_\_\_\_\_

Less Partial Payment: \$ \_\_\_\_\_

**Total Payable:** \$ \_\_\_\_\_

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

OSTU PD Chair

## **Individual/Group Expense Claims**

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

### **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)
- For all other travel expenses, please contact the District PD Chair for prior approval.

### **Meals:**

- \$50.00/day (breakfast \$12.00, lunch \$14.00, dinner \$24.00 as the typical breakdown costs)  
No receipts required

### **Parking:**

- \$30.00/day (receipt required)

### **Ferry:**

- at cost (receipt required)

### **Course Fees:**

- will vary (receipt required)

### **TTOC:**

- \$350/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.

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

## Contingency Fund Grant

- Applications for Contingency funds can only be made every second year and to a maximum of \$500 per 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 \$500 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. Applications for the following year can be made as of June 15.
- 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 and School Grant Fund

1. Schools may only apply every second year for these grants. Individuals may apply once each year. Applications for the following year can be made as of June 15.
2. Grants will be paid, in order, according to the date applications are received.
3. Payments are limited to one non-credit course per individual, or one event per school, per application. 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.

### Non-Credit Course Grant, for Individuals:

4. Proof of completed courses must be submitted to the committee for approval before payment of grant is possible. Proof of completion of courses is the responsibility of the teacher. **Course fee maximum is \$400.**
5. The following criteria shall be met in order for a professional development activity to qualify for the “non-credit course” status and funding:
  - 5.1 six (6) or more hours of contact time with a single instructor or planned sequence of instructors, or completing the on-line components of an on-line course program, and
  - 5.2 continuing focus on a single topic or theme considered and advertised by the program planners as a complete program or a complete segment of a broader program, and
  - 5.3 relevant to the field of education and/or the teacher’s work assignment
  - 5.4 teachers must submit a course advertisement or instructor’s statement or a full course description with the application for non-credit course funds

### School Professional Development Activity Grant, for schools:

6. Application for a School PD Activity Grant must be made prior to the event. **Activity fee maximum is \$500.**
7. The following criteria shall be met in order for a professional development activity to qualify for the “school professional development activity” status and funding:
  - 7.1 The activity must be a full school-day in length.
  - 7.2 The activity must be based out of a school district 67 site.
  - 7.3 Must meet the criteria for being a professional development activity (see BCTF PD lens)
  - 7.4 School must submit a speaker’s statement or workshop advertisement with the application
  - 7.5 The activity must be open to all school OSTU members

# **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.