

**OKANAGAN SKAHA TEACHERS' UNION (OSTU)**  
**T.T.O.C. Professional Development Expense Claim Application**  
**(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: \_\_\_\_\_

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**Signature of Applicant** \_\_\_\_\_ **Signature of PD Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

**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)

Registration: actual expense \_\_\_\_\_

Travel: estimated \_\_\_\_\_ actual expense \_\_\_\_\_

Accommodation: estimated \_\_\_\_\_ actual expense \_\_\_\_\_

Meals: estimated \_\_\_\_\_ actual expense \_\_\_\_\_

Other: estimated \_\_\_\_\_ actual expense \_\_\_\_\_

Honorarium: (\$200 per day, \$100 for a half day) \_\_\_\_\_

Honorariums will only be paid during instructional days and professional development days. To receive an honorarium, please attach a receipt or registration confirmation. If registration confirmation is not available,

***Please have the session organizer/facilitator sign here:*** \_\_\_\_\_

**Estimated Expenses: (Max \$500)** \_\_\_\_\_

**Actual Expenses: (Max \$500)** \_\_\_\_\_

**(Part C) Final Approval**

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**Signature of Pro D Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_

# 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 at the OSTU Office and on the OSTU website ([www.ostu.ca](http://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 scan and email to [pd67@bctf.ca](mailto:pd67@bctf.ca).
- **Application for the grant must be made to the Professional Development Chair and approved prior if possible 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 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.
- Expenses paid for by the teacher prior to the activity can be reimbursed upon immediate payment by the teacher, items like conference fees and air travel. Please send the form and receipts to the OSTU PD Chairperson for full reimbursement.
- **T.T.O.C's. may make multiple requests for funding but may not request more than \$500 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](mailto:pd67@bctf.ca).

# **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 \$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 receipt required)

## **Parking:**

- \$30.00/day (receipt required)

## **Ferry:**

- at cost (receipt required)

## **Course Fees and Registration:**

- will vary (receipt required)

## **Honorarium:**

- An honorarium will be paid if the Pro-D activity occurs during an Instructional day or a Professional Development day. Rate: \$200 for a full day and \$100 for a half 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.

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