

**OSTU T.T.O.C. Professional Development Claim Expense Application
(Part A) REQUEST FOR APPROVAL**

Name: _____ Date of Application: _____

Pro- D Activity: _____ Location: _____

Date and Time of Activity: _____

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: estimated _____ actual expense _____

Travel: estimated _____ actual expense _____

Accommodation: estimated _____ actual expense _____

Meals: estimated _____ actual expense _____

Other: estimated _____ actual expense _____

Honorarium: estimated _____ actual expense _____

Total: estimated _____ actual expense _____

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.

Note: TTOCs can access up to a total of \$800 per school year; on a first-come, first serve basis)

Honorariums: attach a copy of your most recent pay stub if you want your Honorarium at-scale for the day; if you choose not to attach your pay stub you will receive a flat-rate of \$200 per day, \$100 for a half day) will only be paid during instructional days and professional development days. To receive an honorarium, please attach a receipt or registration confirmation. Note: If registration confirmation is not available, please have the session organizer/facilitator sign below.

Session organizer or facilitator signature: _____

(Part C) Final Approval

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). 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.
- **Application for the grant must be made to the Professional Development Chair and approved prior 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 \$800 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.

OSTU Professional Development Expense Claims

Individual/Group Expense Claims

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)

Course Fees:

- 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.

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