Pro D Actual Expenditures Form

Upon completion of Pro-D activities, please complete this form and submit it to the School Pro-D Rep. Expenses **MUST** be submitted within the same calendar year (June 1 – May 31) that funds are spent **(see article G.6)**.

Name _____ School _____
T.T.O.C. ___ Check with school rep for criteria for funding. (Pro D Policy; Section J)

Name of Conference/Workshop/Activity: _____
_____

Date of Workshop:_____ Location: _____

Actual Expenditures: (see back for details)

1. Registration Fee (attach receipt) _____
2. Accommodation (attach receipt) _____
3. Gratuity (in lieu of hotel - max. $30 (see back for details) _____
4. Meals (Breakfast - $25, Lunch-$25, Dinner-$52)
(when Pro-D is within District 53, meals CANNOT be claimed per article G.3) _____
5. Transportation • personal vehicle ($.73/km) _____
from _____ to _____ total kms _____ _____
• airplane (attach receipt) _____
• other (i.e. ferry, taxi) (attach receipt) _____
6. Childcare • (see back for details) _____
7. TTOC expense ($**425.00** X __ days)
(MUST be claimed whenever you are out of your room on a regular working day, even if you are non-enrolling and do not require a TTOC see article G.2). _____
8. Other: tuition, PSA, subscription, books, _____
hardware and other materials (attach receipts and **see L.3)**
Workshop Cost _____

_____ _____
Applicant's Signature Date of Submission

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To be completed by the School Pro-D Committee Rep.

Workshop Costs _____
less advances _____
less TTOC cost _____
Total payable to teacher _____

_____ _____
School Pro-D Committee Rep Signature Date

J. Funding - Teacher-On-Call

J.2 Certified Teachers-On-Call will be subject to the same funding policy as regular teachers, except for the following:

J.3 Each certified TTOC, who is an active voting member of SOSTU, and who has accepted 30 dispatches in the previous year, may qualify for Professional Development funding up to $250.00 yearly. Proof of dispatches will be required.

J.4 New teachers to the certified TTOC list will be unable to claim Pro-D funds during their first year on the certified TTOC list.

J.5 If a TTOC accepts a temporary or permanent teaching position with a school district, the teacher cannot claim from the TTOC fund during their appointment.

J.6 Each TTOC claiming for Pro-D funds must complete Appendix 2. These are available from each school or the TTOC rep.

J.7 Guidelines for Professional Development Activities for Teachers on Call
Such activities may include: see L.3

J.7.1 TTOC's are able to access $50.00 of their Pro-D money, as an honorarium, once a year, for a planned classroom visitation within SD#53 for a minimum half-day visit.

Gratuity

When staying with friends and relatives, members may claim $30 per night in lieu of hotel costs.

G.3 Meal Expenses
Pro-D expenses claimed by a teacher attending a workshop within the SOSTU District may include workshop fees and mileage (if to another workplace) but not meals.

G.2 TTOC Expenses
All teachers, who are granted a Leave of Absence for their personal Professional Development activity during a regular school day, will be charged an amount determined annually to pay for the TeacherTeaching-On-Call. Partial days (.3, .5, .7 FTE) will be charged accordingly. Whether a TTOC is called or not, the teacher will be charged this amount.

G.5 Child Care Expenses
Childcare allowable rates are $21/hour to a maximum of $290 in a 24 hour period. Receipts from the provider, containing the hours, the amount, the name and address of the caregiver and the caregiver's signature, are required.

G.6 Submitting Expenses
Pro D expenses incurred within the 12-month period between June 1 and May 31 MUST be submitted for reimbursement within that same 12-month period. (ex. Receipts from July 17, 2020 and/or February 23, 2021 MUST both be submitted by May 31, 2021.

L.3 Hardware Purchasing
This can include hardware (excluding computers and cell phones).

Did you remember to:

- include original receipts
- include cost of TTOC if applicable
- sign and date the form
- have your Pro-D rep sign the form