Teacher Professional Development Request for Reimbursement

CAMPBELL RIVER
School District 72

Principles of Professional Development in School District 72

Professional Development:

- Must be connected to and support student learning, wellness and achievement.
- Is a professional responsibility that includes teacher choice in activities guided by personal growth, school goals and the district strategic plan.
- Promotes a commitment to the development and enhancement of professional knowledge and skills that are connected to one's role as an educator.
- Encourages and supports teachers working together to reflect on their practice.

The Purpose of the Individual Pro-D spending account is:

- To provide a high level of teacher autonomy regarding their personal learning.
- To allow for learning in an area that does not directly align with school based or district based professional development but does meet the district guiding principles.

Important Information for Submission

What do I need to include for my Professional Purpose?

Please explain how this activity/resource relates to the professional development lens questions below.

- How does this activity/resource help me improve the work I do in my role as a teacher?
- Has this activity been voluntarily chosen?
- Does this activity jeopardize the autonomy of my colleagues?
- Does this activity meet obligations to colleagues, collective agreements, and our profession?

You are not expected to answer all, but they should be reviewed and considered in your response.

What items/activities are covered by the Individual Pro-D funds?	What items/activities are not covered by Individual Pro-D funds?

Pro-D may be used for any purchase or activity that develops the teacher professionally. This includes:
• Professional Reading titles
  ○ Books, Magazines, eBooks and Audiobooks.
• Professional memberships – such as provincial specialist associations.
• Subscriptions to professional journals including online publications, educational websites, and journal services.
• Conferences, Workshops, Seminar fees.
  ○ Including travel related expenses and meals.
  ○ **These activities must be related to your teaching practice.**
• University credit courses and associated textbooks.
  ○ Including non-credit courses, MOOCs and online courses.
  ○ **Must include record of course completion before reimbursement will occur.**
• TTOC costs to:
  ○ Attend Conferences/Workshops/Seminars (In person or Online)
  ○ Collaborate with colleagues, observe colleagues in action.
• Indigenous Honourarium: **Requires Preapproval**
  ○ Please contact the Indigenous Education Department to arrange.
  ○ Professional learning done with an Indigenous elder, knowledge keeper or leader.
  ○ Not intended to be used for classroom visits, lessons, or demonstrations.
	Technology Devices/Tools:
	• If there is a device or tool you require to compliment/evolve your teaching practices, please use the special request form for preapproval before purchasing. Current district policy provides every teacher with a 0.2FTE temporary or continuing assignment with a computer device to use for work purposes
	Classroom resources such as:
	• Materials for student learning: manipulatives, books, posters, globes, dictionaries.
	• If there are student learning materials needed to be able to do your job, please speak to your administrator.
	• Materials/Worksheets from sites such as: Teachers pay Teachers.

There may be circumstances or items that fall outside of these criteria and that you believe have a valuable learning purpose for your professional growth or specific teaching assignment. If that is the case, you may submit a special request form for PREAPPROVAL in advance of attendance or purchase.

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What are Individual Pro D Funds?
For the school year beginning 2024, and onwards until the need of review by the Core Pro-D Committee, teachers hired into contracts after September 30th will receive a prorated portion of the annual $250 per FTE allocation based on their contract length and their FTE. Pro-d funds will be allocated to their individual accounts at the beginning of the month following their hire date. These teachers will receive an allocation on their first contract of the year only. All teachers can seek additional support through school Pro-D committees or district grants. The current practice for continuing teachers and teachers assigned contracts before September 30th will continue. All continuing and contracted teachers in assignments as of September 30th will receive $250 per FTE as an individual Pro-D allocation.

Can I share my Individual Pro-D funds to cover the cost of a colleague?
No. These funds are for individual use only**.**

When are signatures required?
A signature from your administrator is required if you are booking a TTOC, regardless of whether you are accessing school based or individual Pro-D funds. Signatures from both your school Pro-D representative and your administrator are required when you are accessing **school/location-based funds**.

How do I access school/location-based Pro-D funds?
Please speak to your school/location Pro-D representative. Your school/location Pro-D committee evaluates requests based on your school growth plan, the district growth plan, your professional goals, and the school Pro-D budget.

How do I book my TTOC?
Submit form to Darlana De Vito one week prior to release date. There is a professional expectation that when using a TTOC day, it has been discussed with your administrator in advance. Before booking, please confirm with your school PD rep if accessing school-based funds or contact darlana.devito@sd72.bc.ca to verify you have enough funds to cover all TTOC related costs (wages and benefits). Lastly, log onto the SmartFind and select the appropriate reason from the pull-down menu. Use code 61 school Pro-D, or 60 Individual Pro-D.

What is covered under transportation costs?
Pro-D reimburses for ferries, taxies, airfares and gas or mileage. A receipt is required if claiming gas. Mileage is calculated at $0.64/km for travel. Mileage will vary with individual travel, but the following return distances are provided for your convenience:

Return Distance Chart

Cortes	56 km	Parksville	236 km	Burnaby	372 km	Duke Point 340 km
Courtenay	92 km	Port Alberni	336 km	Vancouver	354 km	Abbotsford 480 km
Gold River	182 km	Port Hardy	470 km	Victoria	530 km	Langley 432 km
Nanaimo	312 km	Sayward	160 km	Richmond	410 km	Tofino 544 km

What is covered under meal costs?
A maximum of $67.00 per day; breakfast $15.00, lunch $20.00, dinner $32.00

Can I claim accommodation?
Yes, if you attend a learning event you can claim reimbursement for the evening before the conference, throughout the event, and on the evening following the conference.

Accommodation receipts:
For accounting purposes, a receipt that shows a breakdown of taxes and hotel fees paid is required, if you are using a third-party website for booking, please check that these details are included on the receipt.

Do I have to submit receipts?
Yes. Original copies of the till or credit card receipts with detailed information of the expenditure must be attached. If it is a till/small receipt, please tape to an 8x11 sheet of paper. If submitting hard copies, please do not staple – attach with a paper clip.

If payment is in foreign currency, proof of the exchange rate on the date of transaction is required (e.g. – monthly credit card statement). Remember to make copies of the form and all receipts for your records.

When do I need to submit my request for reimbursement form and receipt(s)?
All receipts must be submitted **within 60 days of the completion** of the activity or purchase. Late Submissions will not be accepted. All Pro-D receipts for activities attended/item purchased during summer months (June, July & August) must be submitted by September 30th of the same year.

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This form is for reimbursement from Individual Pro-D funds OR a combination of individual AND school/location-based pro-d funds. If you have accessed school/location-based funds, or if the activity listed includes use of a TTOC you will require signatures from your administrator and school/location based pro-d rep.

Name:		Date of Activity:	
Date:		Activity / Expense:	
Employee ID:		Location of event:	
Current Role/Position:		School/Location:	
Professional Purpose:	Please tell us how your activity resources relates to the BCTF PD Lens Questions of Relevancy, Responsibility and Autonomy – Click here to access questions		

Have you charged TTOC expense to Individual or School/Location based Pro-D?
(daily rate approximately $375 - $575) ☐ Yes ☐ No
Form to be submitted to darlana.devito@sd72.bc.ca one week prior to release time. Signature from administrator required.

	Transportation: Vehicle_____ km x 0.64_____ = $ 0.00 If you do not have a receipt and wish to claim less than allowable kilometers indicate the amount _____ and initial here: _____) Other travel_____ ferry (can be shared but must be submitted together)_____	
	Professional Materials	Did you travel with a colleague?) ☐ Yes ☐ No Share expenses? ☐ Yes ☐ No If so, who? _____ **Joint claims must be submitted together.** For Office Use Only:
	Registration	
	Parking	
	Meals	
	Accommodation	
$ 0.00	**Total**	

Funding Requested:		Individual Pro-D Account 1.1.109.3471.1	
		*School-Based/ Location Pro-D Account 1.1.109.3470. _____	
		Other Sources:	
Total Paid	$ 0.00	**Available prior to claim**	

*Signatures required when you travel and/or school/ location-based funds provided.		School/ Location Pro-D Rep
		School Administrator

Make a copy for your records and forward the originals through interoffice mail to Professional Development @ School Board Office. Or email to prod@sd72.bc.ca.

For Office Use Only:

Signature – Associate Superintendent	