

# Teacher Professional Development Request for Reimbursement

## 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?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Pro-D may be used for any purchase or activity that develops the teacher professionally. This includes:</p> <ul style="list-style-type: none"> <li>• Professional Reading titles <ul style="list-style-type: none"> <li>◦ Books, Magazines, eBooks and Audiobooks.</li> </ul> </li> <li>• Professional memberships – such as <a href="#">provincial specialist associations</a>.</li> <li>• Subscriptions to professional journals including online publications, educational websites, and journal services.</li> <li>• Conferences, Workshops, Seminar fees. <ul style="list-style-type: none"> <li>◦ Including travel related expenses and meals.</li> <li>◦ <b>These activities must be related to your teaching practice.</b></li> </ul> </li> <li>• University credit courses and associated textbooks. <ul style="list-style-type: none"> <li>◦ Including non-credit courses, MOOCs and online courses.</li> <li>◦ <b>Must include record of course completion before reimbursement will occur.</b></li> </ul> </li> <li>• TTOC costs to: <ul style="list-style-type: none"> <li>◦ Attend Conferences/Workshops/Seminars (In person or Online)</li> <li>◦ Collaborate with colleagues, observe colleagues in action.</li> </ul> </li> <li>• Indigenous Honourarium: <b>Requires Preapproval</b> <ul style="list-style-type: none"> <li>◦ Please contact the Indigenous Education Department to arrange.</li> <li>◦ Professional learning done with an Indigenous elder, knowledge keeper or leader.</li> <li>◦ Not intended to be used for classroom visits, lessons, or demonstrations.</li> </ul> </li> </ul> | <p>Technology Devices/Tools:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p>Classroom resources such as:</p> <ul style="list-style-type: none"> <li>• Materials for student learning: manipulatives, books, posters, globes, dictionaries.</li> <li>• If there are student learning materials needed to be able to do your job, please speak to your administrator.</li> <li>• Materials/Worksheets from sites such as: Teachers pay Teachers.</li> </ul> |

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.

# Teacher Professional Development Request for Reimbursement

## What are Individual Pro D Funds?

You will receive a prorated portion of the annual \$250 per FTE allocation, based on your full-time equivalent (FTE). Pro-D funds will be allocated to your individual Pro-D account in October, and your new balance will be communicated to your pro-d rep. For teachers hired into contracts after September 30th you are eligible to apply for up to \$200 toward professional learning.

## 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?

You may only access school or location-based funds if your Pro-D activity is included in your school's plan. These plans are submitted in October and generally do not provide funding for individual professional development unless it is specifically identified in the plan.

## How do I book my TTOC?

[Booking a ProD TTOC \(see link\)](#). 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](mailto:darlana.devito@sd72.bc.ca) to verify you have enough funds to cover the daily TTOC rate of \$550. 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, taxis, airfares and or mileage. Employees may claim a reimbursement for mileage, or actual fuel if the fuel expense is less than the mileage claim that would be paid out for the trip. Employees must purchase the fuel personally and submit an expense claim for the fuel purchased, showing proof of the equivalent mileage calculation. Mileage is calculated at \$0.73/km for travel. Mileage will vary with individual travel, but the following return distances are provided for your convenience:

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

## What is covered under meal costs?

A per diem equal to \$67.00 per day; breakfast \$15.00, lunch \$20.00, dinner \$32.00 (no receipts required).

## 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. Example, if booking through Expedia or other third-party ask for a detailed receipt from the hotel.

## Do I have to submit receipts?

Yes. Original copies of the till or digital 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 (July & August) must be submitted by September 30<sup>th</sup> of the same year.

# Teacher Professional Development Request for Reimbursement

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:                        |                                                                                                                                                                            | School Name:       |  |
| Date:                        |                                                                                                                                                                            | Activity Date:     |  |
| Employee ID:                 |                                                                                                                                                                            | Activity/Workshop: |  |
| Current Position:            |                                                                                                                                                                            | Location of Event: |  |
| <b>Professional Purpose:</b> | Please tell us how your activity resources relates to the BCTF PD Lens questions of relevancy, responsibility, autonomy – <a href="#">click here to access questions</a> . |                    |  |
|                              |                                                                                                                                                                            |                    |  |

|                                                                                                                                                                                 |                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Have you charged TTOC expense to Individual or School/Location based Pro-d? <input type="checkbox"/> Yes <input type="checkbox"/> No                                            |                                                                                                                               |
| <i>*Form to be submitted to <a href="mailto:darlana.devito@sd72.bc.ca">darlana.devito@sd72.bc.ca</a> one week prior to release time. Signature from administrator required.</i> |                                                                                                                               |
|                                                                                                                                                                                 | TTOC (daily rate is \$550 – please note this amount is not included in the total and is not an eligible reimbursable expense) |

| Total | GST | PST |                                                                                                                                                                     |
|-------|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |     |     | <b>Vehicle Mileage:</b> _____ km x 0.73 _____ = _____<br>Alternatively, if you wish to claim less than allowable kilometers indicate the amount (receipt required). |
|       |     |     | <b>Travel Costs</b> -ferry costs can be shared but claims must be submitted together. A receipt with taxes broken out is required                                   |
|       |     |     | <b>Professional Materials</b>                                                                                                                                       |
|       |     |     | <b>Registration</b>                                                                                                                                                 |
|       |     |     | <b>Parking</b>                                                                                                                                                      |
|       |     |     | <b>Meals-Per Diem</b>                                                                                                                                               |
|       |     |     | <b>Accommodation</b> -a receipt with taxes broken out is required                                                                                                   |
|       |     |     | <b>Total</b>                                                                                                                                                        |

Did you travel with a colleague ☐ Yes ☐ No  
 Did you share expenses ☐ Yes ☐ No  
 If so, who?  
 Joint claims must be submitted together

|                           |                                                    |
|---------------------------|----------------------------------------------------|
| <b>Funding Requested:</b> | Individual Pro-D Account 1.1.109.3471.1            |
|                           | *School-Based/Location Pro-D Account 1.1.109.3470. |
|                           | Other Sources:                                     |
| <b>Total Paid</b>         | <b>Available prior to claim</b>                    |

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

|                                     |  |
|-------------------------------------|--|
| Signature – Director of Instruction |  |
|-------------------------------------|--|

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](mailto:prod@sd72.bc.ca)