



# PROFESSIONAL DEVELOPMENT APPLICATION and Expense Form for Workshops and Conferences

**Step 1:** To be completed as early as possible before the scheduled conference/activity.

Name: \_\_\_\_\_ School: \_\_\_\_\_  
 .FTE/TTOC: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Personal Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Conference/Activity/Course: \_\_\_\_\_  
\*Attach conf/activity details to email  
 Date of Conference/Activity/Course: \_\_\_\_\_

**EXPENSES** (all fields required - use \$0.00 if applicable)

**1. TRAVEL:** Airfare (including baggage and seat fees)  
 or Ground Transportation (taxi or transit)(max \$75/day)  
 Mileage km @ \$0.50/km

**2. MEALS:** # days @ \$50 max/day

**3. ROOM:** # nights @ /night

**4. REGISTRATION FEE:** -----

**5. TTOC:** # days @ \$430

**TOTAL:**

Fill out to be approved

Fill out after the event

\* these items require receipts

Step 1 (Estimated)	Step 2 (Actual) <small>(Please type totals below)</small>
or	or *
	*
	*

Applicant's Signature: \_\_\_\_\_

Expenses shared with: \_\_\_\_\_

I confirm the above information to be accurate

**Office Use Only**

Approved: \_\_\_\_\_

Total Approved: \_\_\_\_\_

TTOC Days: \_\_\_\_\_ x \$430 = \_\_\_\_\_

Personal Cost Approved: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque #: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THIS FORM:

- Complete **Step 1** of this form, including estimated costs, as early as possible before the scheduled conference/activity.
- Attach your conference details to the email. Do not include receipts at this time.
- Email a copy to your School Pro-D Rep.
- An APPROVED copy will be returned to you by your School Pro-D Rep. This will be forwarded to you within a day or two after the meeting (the Funding Committee only meets on the 2nd Tuesday of the month). You must save this form and add expense info to this approved application (see Part 2).

- Complete **Step 2** of this form after attending the conference/activity. Please do not fill out **Part 2** until all dates of the event have been attended.
- Email the completed copy, including required receipts.
- Save the copy for your records. Keep track of how much funds you use.

### - PRO-D POLICY

- ✓ Funding will be distributed on a first-come, first-served basis
- ✓ Contract teachers are able to access up to \$1500 (or .FTE equivalent) over a two year period. Please keep track of your spending. Your School Pro-D Rep can access that information for you at our monthly Pro-D Meeting.
- ✓ Teachers on a temporary contract are able to access up to \$750 (or .FTE equivalent) every year.
- ✓ TTOC's are able to access up to \$500 every two years.
- ✓ Note\* - TTOC costs are paid before any personal expenses accrued. Eg. 3 days @ \$430 = \$1290 - therefore the teacher only has \$210 left to cover transportation, meals, etc.
- ✓ Applications for Pro-D must be **PRE-APPROVED**.
- ✓ Any University/College credit course is not eligible for Pro-D funding.
- ✓ It is expected that teachers receiving Pro-D funding share information from the conference/activity, if requested.

### Mileage Chart (distances from Cranbrook)

Kimberley – 32 km	Jaffray – 51 km	Fernie – 100 km
Sparwood – 130 km	Invermere – 137 km	Elkford – 165 km
Lethbridge – 307 km	Calgary – 388 km	Kelowna – 532 km
Edmonton – 678 km	Vancouver – 845 km	