



# 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( m/d/yy):

Personal Email:

\*suitable for etransfer

Phone Number:

Conference/Activity/Course:

\*Attach conf/activity details to email

Date and Location of Conference:

How does this connect to your practice, your students?

Fill out to be approved

Fill out after the event

\* these items require receipts

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

- 1. TRAVEL:**      Airfare  
                          (including baggage and seat fees)  
                          Ground Transportation  
                          (taxi or transit)(max \$75/day)  
                          or  
                          Mileage              km @ \$0.68/km
- 2. MEALS:**      #              days @ \$85 max/day
- 3. ROOM:**      #              nights @              /night (max \$250/night)
- 4. REGISTRATION FEE:** -----
- 5. TTOC:**                              #              days @ \$520

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

Applicant's Signature:

Expenses shared with:

I confirm the above information to be accurate

**Office Use Only**

<b>Approved:</b>	<b>Total Approved:</b>
	<b>TTOC Days:              x \$520 =</b>
	<b>Personal Cost Approved:</b>

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

**Choose Pro-D & Staff Development for Absence Code on SRB - The APPROVED copy is your Attached Leave Document**

(PD) updated by CDTA Pro-D Committee Oct 2025

## INSTRUCTIONS FOR COMPLETING THIS FORM:

- Complete **Step 1** of this form, including estimated costs, as early as possible **before** the scheduled conference/activity/non-credit course.
- 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 \$2500 (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 \$1250 (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 @ \$500 = \$1500 - therefore the teacher only has \$1000 left to cover transportation, meals, etc.
- ✓ Applications for Pro-D must be **PRE-APPROVED**.
- ✓ University/College credit courses are eligible for Pro-D funding. use pro-d form "Credit Courses".
- ✓ It is expected that teachers receiving Pro-D funding share information from the conference/activity/non-credit course with colleagues.

### 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	