PROFESSIONAL DEVELOPMENT APPLICATION and Expense Form for Workshops and Conferences

Cranbrook District Teachers' Association
A Union of Professionals

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: _____ Phone Number: _____
*suitable for etransfer

Conference/Activity/Course: _____
*Attach conf/activity details to email

Date and Location of Conference: _____ _____

How does this connect to your practice, your students? _____

EXPENSES (all fields required - use $0.00 if applicable)		Fill out to be approved: **Step 1 (Estimated)**	Fill out after the event: **Step 2 (Actual)** * these items require receipts (Please type totals below)
1.TRAVEL:	Airfare (including baggage and seat fees) $ 0.00	$ 0.00	$ 0.00
	Ground Transportation (taxi or transit)(max $75/day) $ 0.00	$ 0.00	$ 0.00
	or Mileage 0 km @ $0.68/km	or $ 0.00	or * $ 0.00
2. MEALS:	# 0 days @ $85 max/day	$ 0.00	$ 0.00
3. ROOM:	# 0 nights @ _____ /night (max $250/night)	$ 0.00	* $ 0.00
4. REGISTRATION FEE:	- - - - - - - - - - - - - - - - - -	$ 0.00	* $ 0.00
5. TTOC:	# 0 days @ $550	$ 0.00	$ 0.00
	TOTAL:	$ 0.00	$ 0.00

Applicant's Signature: _____ *Expenses shared with:* _____

I confirm the above information to be accurate

Office Use Only

Approved: _____

Total Approved: $ 0.00

TTOC Days: 0 **x $550 =** $ 0.00

Personal Cost Approved: $ 0.00

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 Sept 2026

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 $1200 (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 $600 (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. 2 days @ $550 = $1100 - therefore the teacher has only $100 left to cover transportation, meals, and conference fees 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	