



Updated September 2023

Teacher Professional Development REIMBURSEMENT FORM

Your Name: Name that should appear on the cheque if different:	Charge these expenses to: <input type="checkbox"/> My Individual PD Funds Account <input type="checkbox"/> School-based PD Funds <input type="checkbox"/> LSA (name of LSA _____ LSA Chair approval required – see below) <input type="checkbox"/> District PD Day Expense
School:	
Or: send cheque to my home address please, as follows:	
Detailed Description of activity/materials (attach details and itemized receipts)	
Today's date:	Date(s) of expenditure:

1. EXPENSES – attach receipts	
a) Registration Fees	
b) Tuition / Teacher Professional Resources	
2. EXPENSES - related to off-coast travel:	
c) Mileage (\$.68 x _____ km)	
d) Ferry (receipt required)	
e) Lodging (see back of form for details)	
f) Meals (see back of form for details)	
TOTAL	
2. TEACHER ON CALL COSTS: \$ _____ x _____ days = \$ _____ Full Day = \$530 ➤ elementary .6 mornings @ \$318 / .4 afternoons @ \$212 ➤ secondary .5 morning/.5 afternoon @\$265 each <input type="checkbox"/> <i>There was a TTOC requested for: date(s):</i> _____	
Charge the TTOC costs to: My PD funds account _____ My school _____ Mentorship _____	

Teacher Signature

Approved for Payment by PD Chair

School PD Rep Signature (Or LSA Chair Signature, if applicable)

Sunshine Coast Teachers' Association

Teacher Professional Development

1. Complete the Teacher Professional Development Reimbursement Form after the activity or expense. Complete **section 2** when a TTOC is requested.
2. Take the form to your School PD Rep to review and sign
3. Send completed PD Reimbursement Form to the SCTA Office (in the run, fax, email)– attach itemized receipts and supporting documents

DETAILS ABOUT THIS FORM:

- a) Registration Fee (receipt required)

Costs related to travel off-coast:

- b) Transportation \$0.68 per km
- c) Ferry (receipt required)
- d) Meals: you can claim up to a max. of \$85/day: \$20 breakfast, \$25 lunch, \$40 dinner
- e) Lodging: \$30/day if you stay with family/friends. For hotel, a receipt is required.

Original receipts required whenever possible

Teachers can be reimbursed for:

- Professional conferences, courses and seminars
 - *Reimbursement for University/College Tuition is taxable and the taxable amount will be determined by payroll and the tax deducted from your pay.*
- On-line learning, subscriptions and/or webinars
- Travel to conferences, courses and seminars (where PD is the primary focus)
- Books and professional resources (not used directly in the classroom)
- Collaborative work to meet professional development goals
- PSA memberships
- Educational Software and APP's purchased for professional development
- Technology (hardware): SCTA Policy states that individual funds may be claimed once every three years to allow for the purchase of technology that **supports professional learning**. NOTE: If this technology is required for your practice, please contact your principal.
- NOTE: Phones and smart watches do not qualify as technology purchases that support professional learning.
 - *Reimbursement for Technology is taxable and the taxable amount will be determined by payroll and the tax deducted from your pay.*
- *Tech accessories and insurance (eg: Applecare) are not reimbursable*
- Internet access (up to \$300 per year) (attach copy of your current Internet bill)
- TTOC charges related to any of these activities

Types of claims NOT covered by your individual PD funds:

- Books and teaching materials that will be used directly in the classroom (e.g., workbooks, class sets, student materials will not be covered)
- Wellness activities (the EAP program is a possible source for these activities)
- Activities that are of personal interest (memberships)
- Trips in which PD is not the primary focus
- Travel for shopping for resources
- Bundled software and consumable software (e.g. antivirus program)
- Consumables and accessories (e.g., paper, pens, printer ink, printers, laminator, protective cases, headphones, pencil, insurance)
- First Aid courses, coaching courses, or drivers training and licensing
- Phones, smart watches
- * Courses, consumables, and accessories related to classroom or instructional load should be covered by your school

All reimbursements requested must pertain to the **current** school year.