

HGTA PD Form 1: Pre-Activity/Purchase Approval

Revised December 2016

THIS FORM MUST BE COMPLETED BEFORE ACTIVITY/PURCHASE AND INCLUDED WITH YOUR LEAVE FORM.
FOR PURCHASES: CHECK WITH YOUR REP FIRST AND FILL OUT ALONG WITH SUBMITTED RECEIPTS.

Request to access Professional Development funds for:

On-Island Pro-D Off-Island Pro-D Materials

Name: _____ Date Submitted: _____

Date of Function: _____ PD Function: _____

Brief Details and Location of Pro-D Function

| | | |
|---|--------------|-------|
| Travel Costs - estimates only! (use Form 2 to claim) | | |
| Travel: _____ | = | _____ |
| Accommodation: _____ | = | _____ |
| Registration: _____ | = | _____ |
| Meals: B=12;L=14;D=24 _____ | = | _____ |
| TTOC (\$350/day..See checklist for breakdown): _____ | = | _____ |
| Child Care (\$10/hr): _____ | = | _____ |
| TOTAL TRAVEL: _____ | TOTAL | _____ |

| | |
|--|---------------------|
| Material Costs Receipts required: | |
| Items: _____ | Cost: _____ |
| _____ | Cost: _____ |
| _____ | Cost: _____ |
| TOTAL MATERIALS: _____ | TOTAL: _____ |

| | |
|--|-------------|
| Monies Available in Members Account: _____ | |
| Teacher signature: _____ | Date: _____ |
| Pro-D Rep signature: _____ | Date: _____ |

| | |
|---|----------------|
| PD Chair signature: _____ | Date: _____ |
| CHEQUE AMOUNT: _____ | Cheque # _____ |
| (Only purchases are reimbursed using this form) | |

Claiming your Pro-D Expenses: A Checklist for Teachers

Revised December 2016

On-Island Pro-D / School Visitation / Off-Island Pro-D:

| Step | Date | Things to do... | | | | | | |
|-------------------------|-------------------------|--|------------|-----------|-----------------------|-----------------------|-------------------------|-------------------------|
| 1 | | Complete Form 1:Pre-Activity/Purchase Approval 2 weeks before activity. | | | | | | |
| 2 | | Support your application with any itinerary or brochures/information about the function/visit. If you are visiting another school, you will need to list the school you are visiting, the sponsoring teacher's name and number. | | | | | | |
| 3 | | Submit a tentative budget. Talk with your school's Pro-D REP to determine how much money is in your budget. Remember that you are responsible for covering the TTOC costs from your budget. These are fixed and are as follows: <div style="text-align: center;">Full Day = \$350</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">ELEMENTARY</td> <td style="width: 50%;">SECONDARY</td> </tr> <tr> <td>Morning (0.6) = \$210</td> <td>Morning (0.5) = \$175</td> </tr> <tr> <td>Afternoon (0.4) = \$140</td> <td>Afternoon (0.5) = \$175</td> </tr> </table> | ELEMENTARY | SECONDARY | Morning (0.6) = \$210 | Morning (0.5) = \$175 | Afternoon (0.4) = \$140 | Afternoon (0.5) = \$175 |
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| Morning (0.6) = \$210 | Morning (0.5) = \$175 | | | | | | | |
| Afternoon (0.4) = \$140 | Afternoon (0.5) = \$175 | | | | | | | |
| 4 | | In addition to your own signature, the school's Pro-D Rep needs to sign off for the approval of activity. | | | | | | |
| 5 | | Submit the SD50 Leave of Absence form and the Request to Access Pro-D form. (2 weeks prior to function/visit) | | | | | | |
| 6 | | Complete Form 2: Post-Activity/Purchase Claim within 60 days of activity. Submit this form to your school's Pro-D representative. He/she will sign this form and mail it to the Professional Development Chair for final approval. A cheque will then be sent to the claimant in approximately a month. Although you are responsible for all TTOC costs, they are billed directly to the Pro-D committee, and should be accounted for on the claim form. | | | | | | |

Material Purchases:

| Step | Date | Things to do... |
|------|------|---|
| 1 | | Consult your school Pro-D regulations before you purchase anything to ensure that it meets the criteria. Support your application with information about the purchase. |
| 2 | | Complete Form 1:Pre-Activity/Purchase Approval. Use the Materials Section and attach original receipts. |
| 3 | | Submit this form together with all original receipts to your school's Pro-D representative. He/she will sign this form and mail it to the Professional Development Chair for final approval. A cheque will then be sent to the claimant in approximately a month. |