

Claiming your Pro-D Expenses: A Checklist for Teachers

Revised October 2012

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

Step	Date	Things to do...
1		Complete the Request to access Professional Development funds form 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 their telephone 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: Full Day = \$300 Morning (0.6) = \$180 Afternoon (0.5) = \$150
4		In addition to your own signature, the school's Professional Development Committee needs to sign off for the approval of activity. (Only the Pro-D Rep for your school can do this)
5		Submit the SD50 Leave of Absence form and the Request to Access Pro-D form. (2 weeks prior to function/visit)
6		Within 60 days of returning from the activity, complete the Pro-D Disbursement Form. 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 disbursement form.

Material Purchases:

Step	Date	Things to do...
1		Complete the application for use of funds section as per School Pro-D Guidelines before purchase.
2		Support your application with information about the purchase. Consult your school Pro-D regulations before you purchase anything to ensure that it meets the criteria.
3		Complete the Pro-D Disbursement form. 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.