

Claiming your Pro-D Expenses: A Checklist for Teachers

Revised November 2017

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, or before purchase.						
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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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 with receipts to your school's Pro-D representative. They will sign this form and mail it, along with receipts to the Pro-D 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		Complete Form 1:Pre-Activity/Purchase approval and consult your school Pro-D regulations before you purchase anything to ensure that it meets the criteria.
2		Make Purchase
3		Complete and Submit Form 2 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.