

2021-08-30

PROFESSIONAL DEVELOPMENT APPLICATION FOR FINANCIAL REIMBURSEMENT

NAME: _____

Home Email: _____

DATE OF APPLICATION: _____ SCHOOL: _____

WORKSHOP/SERVICE/PROFESSIONAL SUPPLIES: _____

DESCRIPTION: _____

LOCATION: _____ DATE OF WORKSHOP: _____

NOTE: Please submit ALL receipts for registration, accommodation, meals, childcare, etc. with reimbursement form. To claim conference expenses proof of attendance must be attached, even if the cost of the conference/workshop is not being claimed. Teachers are advised to make a copy for their own records.

REIMBURSEMENT - ONCE ALL RECEIPTS ARE SUBMITTED

1. Registration	\$ _____	
2. Travel	\$ _____	(includes ferry, plane, express, parking, etc.)
3. Mileage	\$ _____	based on _____ km. @ .54 per/km
4. Meals	\$ _____	Breakfast \$ 14; Lunch \$ 16; Dinner \$ 26
5. Accommodation	\$ _____	Cost of Room and applicable taxes only
6. Daycare	\$ _____	
7. Professional Supplies	\$ _____	(May not include materials for direct students use)
8. Professional Services	\$ _____	
9. Misc.	\$ _____	
TOTAL	\$ _____	Signature _____

If a Teacher-on-Call is required, teachers must request a TTOC using the Atrieve system.

This application, with all receipts (for #'s 1, 2, 5, 6, and 7) attached, should be submitted to the MTU Office.

This section to be completed by MTU:

From – ProD Account: _____

From- Remedy Account : _____

Professional Development Fund Allocation

\$

Cheque No.

Date