

2023-01-04

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, 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. @ .68 per/km |
| 4. Meals | \$ _____ | Breakfast \$ 16; Lunch \$ 18; Dinner \$ 29 |
| 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