

2025-09-03

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. @ .70 per/km
4. Meals	\$ _____	Breakfast \$ 24.14; Lunch \$ 23.29; Dinner \$ 49.05
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.

_____ I have read, understand and agree to the Professional Development Policies and guidelines

_____ I understand if I do not get pre-approval, I may not be reimbursed for some or all of costs applied for

_____ I have Included a detailed explanation on how these activities relate to the Professional Development Lens and or curricular competencies

Please initial next to the above statements to acknowledge your understanding of their responsibilities when making a Professional Development claim.

This section to be completed by MTU:

From – ProD Account: _____

From- Remedy Account : _____

Professional Development Fund Allocation

\$

Cheque No.

Date

For references to Professional Development Policies and Guidelines please refer to the following:

2116 DUTIES OF THE PROFESSIONAL DEVELOPMENT CHAIR

2230 PROFESSIONAL DEVELOPMENT COMMITTEE

6201 PURPOSE OF PROFESSIONAL DEVELOPMENT

6211 PURPOSE OF THE PROFESSIONAL DEVELOPMENT FUND

6212 OPERATION OF THE PROFESSIONAL DEVELOPMENT FUND

**6213 CRITERIA FOR PROFESSIONAL DEVELOPMENT FUNDING FOR
INDIVIDUALS**

6214 CONTRIBUTIONS TO THE PROFESSIONAL DEVELOPMENT FUND

6221 MANAGEMENT OF PROFESSIONAL DEVELOPMENT DAYS

6223 DISTRICT-WIDE PROFESSIONAL DEVELOPMENT DAY

6230 PROFESSIONAL DEVELOPMENT REPRESENTATIVES

ARTICLE F.23: PROFESSIONAL DEVELOPMENT FUNDING