

# MISSION TEACHERS' UNION PROFESSIONAL DEVELOPMENT REIMBURSEMENT APPLICATION

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.*

1. Registration	\$ _____	
2. Travel	\$ _____	(includes ferry, plane, express, parking, etc.)
3. Mileage	\$ _____	based on _____ km. @ .72 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.	\$ _____	
<b>TOTAL</b>	<b>\$ _____</b>	<b>Signature _____</b>

***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 the responsibilities when making a Professional Development claim. Unsigned applications will not be reimbursed until signed.*

**This section to be completed by MTU:**

**From – ProD Account:** \_\_\_\_\_

**From- Remedy Account :** \_\_\_\_\_

Professional Development Fund Allocation

\$

*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**