

CDTA member's application of Professional Development funds should be in the most economical means possible.

Overnight accommodations will be provided, at CDTA Professional Development Funds' expense, to those members attending a CDTA Professional Development Executive Committee approved activity if, in the opinion of the member, she/he needs to stay the night **prior** to the commencement of the activity. The following expense shall be funded:

1. Hotel rooms are at cost provided the claim is supported by receipts.
2. The single room rate, unless the following conditions apply:
 - i.) spouses are sharing accommodation to attend their respective professional development activities;
 - ii.) colleagues are sharing accommodation to attend their respective professional development activities. Please note this is consistent with the BCTF policy statement 10.I.36 which states, "That the Federation encourage sharing of accommodation at BCTF sponsored meetings."

All CDTA members on Professional Development Committee approved activities are provided hotel accommodation for the night on which the activity **adjourns** when any of the following conditions apply:

- i.) weather and road conditions are hazardous in the opinion of the affected member;
- ii.) on the day the activity adjourns and the member is unable to arrive home safely in the opinion of the affected member.

Otherwise, rooms will not be provided on the final night of the activity in cases where travel home is possible.

CDTA members are encouraged to use the list of unionized hotels provided in the BCTF Travel Information Booklet 2013 (Page 3). Non-union hotels should only be used when a union hotel is not available.