

**COWICHAN VALLEY TEACHERS' PROFESSIONAL DEVELOPMENT FUND**  
**REIMBURSEMENT AND POST EVENT REPORT (FORM B)**  
**2022-2023**

EMAIL: [pd65@bctf.ca](mailto:pd65@bctf.ca)

**THIS PD REPORT WILL BE REVIEWED BY THE PD CHAIR AND/OR EXECUTIVE TO ENSURE COMPLIANCE WITH THE BCTF PRO-D GUIDANCE AND THE CVTU CONSTITUTION.**

School or worksite:	Date: (mm/dd/yy) _____ / _____ / _____
Name: (Last, First)	
Home E-mail:	
Name of Event/Workshop (please do not abbreviate)	
Event Location:	
Event Date (mm/dd/yy)	From: _____ / _____ / _____ To: _____ / _____ / _____
TTOC Required <b>TTOC day cannot be used for travel purposes without prior approval of PD Committee.</b>	
<input type="checkbox"/> No – not required <input type="checkbox"/> Yes, on _____ <input type="checkbox"/> full day <input type="checkbox"/> am <input type="checkbox"/> pm	

Reimbursement will be for amounts shown on **receipts** that are submitted with this form after the event.  
***The personal allotment for July 1, 2022 to June 30, 2023 is \$600.00 per member, plus the cost of one TTOC.***

**Registration Fees: (Note: Receipt must show date of PD Event/Course)**

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**Travel Costs: (Receipts required for airfare, ground transportation and other costs.)**

\* Airfare: (Ticket stubs, boarding passes and/or e-tickets must accompany receipt.)

\* Ferry

\* Bus/Taxi/Parking/Highway Tolls

\* Hotel

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Receipts not Required for:

\* Automobile from Fuel Grid

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**Meals may only be claimed for attendance at out of district pro-d.**

\* Meals: Breakfast \$12 on \_\_\_\_\_

Lunch \$14 on \_\_\_\_\_

Dinner \$24 on \_\_\_\_\_

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**TOTAL**

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Cheque Amount \_\_\_\_\_

Cheque Number \_\_\_\_\_

## POST EVENT REPORT

It is expected that successful applicants to the Fund will be willing to share what they have learned from the conference or event. From 4.20 of Appendix 2 of the CVTU constitution, ***“A teacher attending workshops, conferences or seminars is expected to be available as a local resource person for their school staff and/or other district teacher group(s).”***

Briefly, what materials, information, or instructional strategies did you obtain from this activity that you will share with your colleagues and students?

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Would you be willing to share what you learned by:

- Having discussions with colleagues
- Presenting at school-based Professional Development Day
- Presenting at district-based Professional Development Day in May

### Please remember:

- **No applications will be considered after an event (see section 4.18 of Appendix 2 of the CVTU constitution).**
- From 4.16 of Appendix 2 of the CVTU constitution, *“Claims for reimbursement of approved expenses must be made within **three weeks** of the date of the activity. The onus for claiming expenses rests entirely upon the member and funds allocated to members which remain unclaimed after this three week period will be released and become available for further use by the CVTU members.”*
- Follow the directions on the Pro D Reimbursement (Form B) in order to be reimbursed.
- Reimbursement cheques will be sent to applicants through school mail.
- Submit this completed form with receipts to the CVTU office via email.
- **Funding is from July 1<sup>st</sup> to June 30<sup>th</sup> of the current school year.**

### Have you:

- ✓ Completed this form in full?
- ✓ Submitted this form to the school/site PD Rep no later than **3** weeks after the activity and to the CVTU office for reimbursement at [pd65@bctf.ca](mailto:pd65@bctf.ca)?
- ✓ Kept copies for your records.

**APPLICATIONS AND INVOICES MUST CLEARLY SHOW THE DATES OF THE PD EVENT/COURSE**

Signature of Applicant: \_\_\_\_\_

