

## **PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

In an effort to assist members who wish to pursue **individual professional development opportunities**, the District 14 TBU Educational Services Committee has allocated funds to be accessed as **reimbursement**. The “nuts and bolts” of accessing this money is outlined below.

1. This funding is available for professional development undertaken during the 2016 – 2017 school year. It could include AQ Courses taken, costs incurred (registration, mileage, meals) to attend professional development conferences and other P.D. activities such as certification programs. Principal/Admin Courses are not eligible for this OSSTF funding.
2. Members are asked to assume costs relating to the individual professional development opportunity, and to submit original receipts for reimbursement afterward.
3. Financial assistance may be in the range of \$150 to \$300 per member, up to a maximum of \$300, for the year, based on the total number of members accessing the available funds. Members may make only one application for reimbursement per semester, but may apply for reimbursement in a subsequent semester if new professional development opportunities were undertaken.
4. This reimbursement is available to assist in covering costs associated only with registration, accommodation, and transportation. Transportation is reimbursed at \$0.42 per kilometer. OSSTF will not cover release time or supply teacher costs.
5. Using a Reimbursement Claim Form, found on the OSSTF District 14 website ([www.d14.osstf.ca](http://www.d14.osstf.ca)), members should submit original receipts (keep a copy for your personal records) directly to the District Office. **CLEARLY MARK THE ENVELOPE WITH “EDUCATIONAL SERVICES COMMITTEE – PROFESSIONAL DEVELOPMENT REIMBURSEMENT”**.
6. Reimbursement claims **MUST** be received at the District Office **NO LATER THAN** January 16, 2017 (for Semester 1) and June 16, 2017 (for Semester 2). Only original receipts will be considered eligible for reimbursement. On-line receipts for AQ courses are acceptable. Reimbursement claims received after June 16, 2017 may be considered depending on remaining available funds.
7. Every effort will be made to have reimbursement cheques in the hands of members within one month of the submission deadlines.
8. If you have questions regarding whether or not your activity will be eligible for consideration of reimbursement, please email [davewarda@nexicom.net](mailto:davewarda@nexicom.net)