

Fill out completely

Local No. 60 PD Fund REIMBURSEMENT FORM

See Guidelines on Reverse



Name: _____ School: _____

Conference/event name: _____

Location (city): _____

Depart date: _____ & time: _____ Return date: _____ & time: _____

Substitute costs must be paid before other expenses if needed and requested from PDF fund.

Did you request a substitute be paid by your PD Local No. 60 allocation money? Y / N

Date(s) substitute required: _____

Vehicle:	_____ km x \$.54/km =	\$
Air/bus fare:	(receipt required)	\$
Accommodation: (Private accommodation max. is \$30/day, otherwise attach hotel receipt)		\$
Meals: (Meal max. is \$20/meal, otherwise attach receipts)		
Taxi/Shuttle Bus/Parking	(above \$10 requires receipt)	\$
Incidentals: _____ days @ \$7 per day (no receipt required)		\$
Registration Fee (receipt required)		\$
Other:	(provide details and receipts required)	\$
Total 'out-of-pocket' expenses =		\$
Cost of Substitute:		This box is only used if your Local-PDF monies pay for your sub costs: \$
Absent 2 days or less: \$219 per day or \$124 per ½ day		
Absent 3 consecutive days or more: \$375 per day and \$188 per ½ day		

Please read and initial each statement

I hereby certify that the amounts claimed have not previously been reimbursed to me _____

I hereby certify that this activity is NOT for school or district level PD events (including retreats). _____

I hereby certify that these expenses were incurred on ATA Red Deer City Local No. 60 "PD" business only _____

I hereby certify that this professional development activity is part of my ongoing individual Professional Growth Plan. _____

Your (Claimant) Signature

Committee Approval:
Ideally- prior approval

School PD Chair

2nd PD School Representative

(Workplace PD Ctte. consists of one CSR member and two other ATA members (not necessarily an administrator) – as per ATA Local No. 60 policy.)

Before you register for PD or submit this form, please ensure that you inform your principal about any intended PD in terms of what you will be attending and which days you will be absent. If you are applying to use your Personal Days as per Clause 11.1, please inform Human Resources and submit your absence request prior to submitting this form.

Local No. 60 PD Fund Reimbursement Form Information

Please be advised that you cannot use your RDPSD District Credit Card for any purchases related to Clause 14 PD claims. All costs must be incurred personally before being reimbursed by the PD Fund.

Complete form fully to avoid delays:

Date **and** time you left home or work and returned.
Date(s) a substitute teacher was required.

To access information regarding your PDF balance, contact Barb Mehlhorn: pdf.local60@gmail.com

Foreign Funds:	All items paid in foreign funds must include the exchange rate for the day of the expense. (i.e. Credit cards or cheque payments to register at a foreign conference must include the exchange rate paid the day the item was processed.)
Private Vehicle (km)	Rate is \$0.54/km – No receipt (see RDPSD list for destination-to-destination kilometre values. Distance is from Red Deer, not a home address.) Destinations not on list can be determined using ‘Google map’ result plus add 5% to total.
Air/Bus	Receipt required and must show price of fare and applicable taxes.
Accommodation	Private accommodation (no receipts required). Maximum is \$30 per 24 hrs. Hotel receipts must be attached and show a \$0 balance. Only room and applicable taxes will be reimbursed.
Meals (including tips)	To a maximum of \$20 per meal without receipt . All items above \$20 require a receipt .
Other Expenses	
Parking	No maximum. Receipt required .
Registration Fee	Receipt required . Only include this amount if you <i>personally</i> are requiring reimbursement. Do NOT include registration amounts paid through District Purchasing Card or District cheque.
Taxi	To a maximum of \$10 without receipt . All items above \$10 require a receipt .
Shuttle Service	Receipt required .
Incidentals	Maximum \$7 per 24 hour period of travel. No receipt required .
Phone Calls	Personal long distance or local call. Receipts required .
Airport Imp. Fee	Receipt required .
Signature/Date	Please sign and date your claim. Obtain two signatures from your school-based PD ctte. Prior approval and sufficient funds assures you of reimbursement.

Mailing Instructions:

Send ORIGINAL receipts to the PDF coordinator. Make copies for your records.
Use internal school system mail: "Local No. 60 PDF Coordinator– Central Services"

NOTE: *These Guidelines apply to any member of ATA Red Deer City Local No. 60 who is submitting a PD Fund claim to the PD Fund Coordinator for reimbursement.*

If your claim is challenged or denied, please feel free to appeal to the board of ATA Local No. 60 Table Officers for consideration. This can be done by contacting Nathan Good or Kelly Aleman.