

# ATA Local No. 60 Professional Development Reimbursement Form 2022-2023

**Process for Completing your Claim:**

1. Please ensure that all aspects of your claim meet the Eligible Expenses Criteria outlined on the second page of this form.
2. This form must be downloaded and completed in Adobe Reader and **NOT** in Chrome/Edge/Firefox/etc.
3. Complete the form to its entirety to avoid delays including the date **and** time you left home or work and returned. Include all dates in which a substitute teacher was required.
4. Include an Adobe Digital ID as your signature. The process for creating this can be found on the second page.
5. Send the completed and signed PD Claim Form to the Local PD Chair, [pd.local60@gmail.com](mailto:pd.local60@gmail.com), for approval. This form will be forwarded to the PD Fund Coordinator once approved.
6. The PD Fund Coordinator will send you your reimbursement upon receipt of the completed claim form.

| Personal and PD Event Information |       |                    |       |
|-----------------------------------|-------|--------------------|-------|
| Name:                             |       | School:            |       |
| Event Name:                       |       | Event Location:    |       |
| Departure Information             |       | Return Information |       |
| Date:                             | Time: | Date:              | Time: |

| Substitute Teacher Costs   |                          |      |
|--|--------------------------|------|
| <i>Complete only if substitute is to be paid using your ATA Local 60 PD Funds. See reverse for daily cost of substitute.</i> |                          |      |
| Date of Substitute   | Substitute Time Required | Cost |
| 1.   |                          |      |
| 2.   |                          |      |
| 3.   |                          |      |
| 4.   |                          |      |
| 5.   |                          |      |
| <b>Total Substitute Teacher Costs:</b>   |                          |      |

| Eligible Expenses  |                  |                               |       |
|--|------------------|-------------------------------|-------|
| <i>Original receipts must be attached when required.</i> |                  |                               |       |
| Expense  | Receipt Required | Amount                        | Total |
| Registration Fee   | Yes              |                               |       |
| Vehicle Mileage  | No               | _____ km x \$0.61 per km      |       |
| Airfare / Bus fare                                       | Yes              |                               |       |
| Taxi/Shuttle/Bus/Parking/Rental                          | Above \$10       |                               |       |
| Private Accommodation                                    | No               | _____ nights x \$30 per night |       |
| Commercial Accommodation                                 | Yes              |                               |       |
| Meals  | No               | \$70 per day, \$35 per ½ day  |       |
| Incidentals  | No               | Maximum of \$7 per day        |       |
| Other  | Yes              |                               |       |
| Other  | Yes              |                               |       |
| <b>Total Out of Pocket Expenses:</b>                     |                  |                               |       |

| Declaration of Expenditures  |  |
|--|--|
| By signing below, I certify that:  |  |
| i)   | I have confirmed my absence from the school (if applicable) with my principal.                                 |
| ii)  | This activity is <b>not</b> for school or district level Professional Development events (including retreats). |
| iii)   | The amounts claimed were incurred on ATA Local No. 60 business only and have not previously been reimbursed.   |
| iv)  | This professional development activity is part of my ongoing individual Professional Growth Plan.              |
| <b>Claimant Digital Signature:</b>   |  |
| <b>ATA Local 60 PD Chair Digital Signature:</b><br>Karen Wolfmeyer, <a href="mailto:pd.local60@gmail.com">pd.local60@gmail.com</a> |  |

## ATA Local No. 60 Professional Development Reimbursement Form 2022-2023

| Office Use Only |  |  |
|-----------------|--|--|
| Amount Paid:    |  | PD Coordinator Digital Signature<br>Alan Towne |
| Cheque Number:  |  |  |
| Date:           |  |  |
|                 |  |  |

| Expense Information  |   |
|--|---|
| <p><b>Accommodation:</b> 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.</p> <p><b>Airfare/Bus Fare:</b> Receipt required and must show price of fare and applicable taxes.</p> <p><b>Airport Imp. Fee:</b> Receipt required.</p> <p><b>Foreign Funds:</b> All items paid in foreign funds must include the exchange rate for the day of the expense.</p> <p><b>Incidentals:</b> No receipt required. Maximum \$7 per 24-hour period of travel.</p> <p><b>Meals:</b> No receipts required. Reimbursement is \$70 per day and \$35 per half day.</p> | <p><b>Parking:</b> Receipts required. No daily maximum.</p> <p><b>Phone Calls:</b> Receipts required. Personal long distance or local call for PD activities only.</p> <p><b>Private Vehicle:</b> Rate is \$0.61/km driven for first 5000km driven annually; \$0.55/km driven after that. – No receipt required. See RDPSD list for destination-to-destination kilometre values.</p> <p><b>Registration Fee:</b> Receipt required. Only include this amount if you personally are requiring reimbursement. Do <b>not</b> include registration amounts paid through District Purchasing Card or District cheque.</p> <p><b>Taxi/Shuttle/Transit:</b> No daily maximum. Receipts are required if claiming above \$10.</p> |

### Notes

- To access information regarding your PDF balance, contact Alan Towne: [pdf.coordinator.local60@gmail.com](mailto:pdf.coordinator.local60@gmail.com)
- All funds are in CAD.
- Please scan and submit original receipts with your PD claim form.
- This form must be completed in Adobe Reader. Ensure there is a red ribbon on the signature field so that you are able to add a signature.

### Creating Adobe Digital ID

- For instructions how to create an Adobe Digital ID: <https://helpx.adobe.com/acrobat/using/digital-ids.html>
- [Creating Digital ID Video Tutorial](#)

### Eligible Expenses

- Eligible Expenses are based on [Clause 9.3.1.1 of our Collective Agreement](#)
- [Guidelines for Using PD Funds](#)
- If you have any questions, please reach out to your [School's PD Chair](#) or the Local PD Chair, [Karen Wolfmeyer](#).