



**Professional Development
 Reimbursement Application Form**
 For 2020-2021 School Year

Deadline for submission to District Office is May 7th, 2021

Member Information:

Bargaining Unit _____ Teachers: _____ Occasional Teachers: _____

Have you received funding for this P.D. Activity? (Circle One) YES / NO

Name:	Phone:
Address:	
Description and rationale of the Professional Development Activity:	
Location and Date(s) of the P.D. Activity:	

Expenses to be reimbursed

\$Totals

1. Registration / Course Fee / Materials / Tuition (attach receipt)

2. Mileage or Travel Expense

KMs To:
 From:

Total KMs x \$.42
 total = _____

OR Travel Expense type (attach receipt): _____
 (e.g. taxi, bus, train)

Travel Expense
 total = _____

3. Accommodation (attach receipt)

Accommodation
 total = _____

Total Claim (maximum \$300):

Applicant’s Signature

Date

Executive or Chair’s Signature

Date