

## Uses for Personal Professional Development Funds

Professional development is a process of continuous growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

Realizing that professional development will have a positive impact on student learning, and that the use of personal professional development funds is an individual, professional choice, **appropriate uses of PD funds** include the following:

- ❑ Attendance at workshops, including registration fees, TOC costs, and travel, meals, accommodation (as set by SD71 standards)\*
- ❑ PSA/LSA memberships
- ❑ Professional journals, books, audio, visuals, software, activities, materials - used by teachers to promote Professional growth
- ❑ Release time and costs related to:
  - Visitations to other classrooms/schools
  - Research or action research
  - Training, courses, tuition fees and textbooks for educational courses
  - Self-directed study
  - Collaboration/unit planning/program development
- ❑ Time & support for developing assessment, evaluation, reporting tools, though not for reporting itself
- ❑ Child care costs when PD occurs on a non-working day of the teacher
- ❑ purchase of hardware: laptops, desktops, tablets (including iPads), netbooks and pads-type devices
- ❑ first aid courses

### **IF NOT LISTED ABOVE PLEASE CONTACT THE PD CHAIR**

*Any items purchased become the property of the teacher.*

**Inappropriate use of personal professional development funds include** books, software, etc. which have personal or curricular rather than professional application.

**FYI - Hardware purchases are considered a taxable benefit by Canada Customs and Revenue. An IT Device Guidelines form must accompany this form when purchasing hardware.**

**SD71 Teacher Personal  
Professional Development Reimbursement Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ School: \_\_\_\_\_  
(Please print)

I am requesting reimbursement in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Describe how this professional development will enhance or influence your teaching practice:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge to my Personal PD account at the CDTA office.  
**Please make my cheque reimbursement by:**

- Technology/ IT device purchase (will be reimbursed through your pay)
- I will pick up at CDTA office ~ Phone # \_\_\_\_\_
- School Inter-office mail School: \_\_\_\_\_
- Please mail to my home address: \_\_\_\_\_  
\_\_\_\_\_

Teacher Signature \_\_\_\_\_

Approval PD Chair \_\_\_\_\_

**\*\* Please attach receipts**

# Travel and Expense Claim Form

## School District No. 71 - Comox Valley EXPENSE CLAIM FORM - Teachers and Support Staff



Name: \_\_\_\_\_ Name of Meeting or Function Attended: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of Function: \_\_\_\_\_  
 School/Site: \_\_\_\_\_

Please attach all corresponding receipts

Date	Personal Vehicle		Distance (km)	Rate (/km)	Ferry/Toll/Air/Taxi/Parking	Accommodation Hotel	Brkfst	MEALS		Misc Supplies Description	Cost	TOTALS
	From	To						Lunch	Dinner			
				\$ 0.52			\$ 11.50	\$ 13.25	\$ 22.25			
<b>Totals:</b>				\$	\$	\$	\$	\$	\$		\$	\$

I certify that the foregoing expenses are claimed in compliance with district policy and that no other reimbursement will be paid to me in respect of these items.

<b>MEAL ALLOWANCE**:</b>	
Breakfast	\$ 11.50
Lunch	\$ 13.25
Dinner	\$ 22.25
Total: Per Day Allowable	\$ 47.00
<b>KILOMETRAGE RATE:</b>	\$ 0.52 /km

On the day of departure, if travel begins:  
 \* after 7:00 AM, breakfast cannot be claimed  
 \* after 12:00 noon, lunch cannot be claimed  
 \* after 6:00 PM, dinner cannot be claimed

On the day of return if travel status terminates:  
 \* prior to 7:00 AM, no meals can be claimed  
 \* prior to 12:00 noon, breakfast can be claimed  
 \* prior to 6:00 PM, breakfast and lunch can be claimed  
 \* after 6:00 PM, all meals can be claimed

Employee Signature \_\_\_\_\_  
 Date: \_\_\_\_\_

**TO BE FILLED OUT BY PRINCIPAL/SUPERVISOR**

Approved for Payment: \_\_\_\_\_  
 Account: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please remit to: Accounts Department  
 607 Cumberland Road  
 Courtenay, BC V9N 7G5

updated 7/17/2011

## SD71 Teacher Purchase of IT Devices with PD Funds - Guidelines

The Joint Professional Development Committee endorses teachers in SD71 to use any or all of their *personal* PD funds for the purchase of hardware: laptops, desktops, tablets (including iPads), netbooks and pads-type devices, and reaffirms the purchase of software and IT devices that are *instructional* in nature (e.g. language instruction, type-to-learn programs, etc.)

### PD Funds may not be directed towards:

- *computer peripherals (printers, cables, etc.)*
- *iPhone or smartphone plans*
- *maintenance/parts costs associated with any technology purchased with PD funds*

### In purchasing an electronic device, teachers acknowledge that:

- *Only purchase of new technology will be reimbursed*
- *The District assumes no liability for any device purchased with personal PD funds (this includes lost or stolen devices)*
- *The District will not provide any IT support in the form of software, additional hardware, maintenance, etc.*
  - *Furthermore, the IT department will not connect personal devices to the SD server infrastructure until a BYOD protocol is in place AND there is assurance security will not be compromised.*

*As the District does not require the purchase of electronic devices by teachers through professional development funds, the pro-d funds spent on the device will be deemed as a taxable benefit - under Canada Revenue Agency guidelines and taxable at the appropriate rate as per the teacher's income. The taxable benefit will be included on their T4 slip. For certainty, this requirement was confirmed with our financial statement auditors.*

*All claims must be submitted to Michelle Prior at the CDTA office and reimbursement will be done through the Payroll Dept. - taxes, CPP & EI will be deducted. The reimbursement will come at the end of the month shown on the earnings side of your pay cheque.*

***\*Please submit this form along with your Personal PD Reimbursement form and a copy of your receipt***

I \_\_\_\_\_ acknowledge that I have read the above guidelines  
and agree to a 7.25 % CPP & EI coverage off my Pro-D reimbursement.