

BTA/BSD Joint Professional Development Fund Form (SUBSTITUTE)

Name of Applicant:
School:
Date of Application:
Name of Professional Development Activity:
Location of Professional Development Activity:
Date of Professional Development Activity:

Anticipated Costs <i>(to be calculated in Canadian Funds)</i>	Amount From Other Source	Requested from Joint Fund
Registration/Course Fees		
Travel by Car (\$0.70 per km)		
Miscellaneous <i>(Original receipts must accompany claims)</i> <i>(bus, taxi, parking)</i>		
Accommodations <i>(including all fees and taxes)</i> <i>(\$68.00 per day if staying with friends/relatives)</i>		
Meals Per Diem <i>(Receipts not required)</i> <i>Breakfast \$15, Lunch \$20, Supper \$35</i>		
Total Reimbursement for Applicant <i>Level 3 funding not to exceed \$750.00</i>		

Please ensure that you have reviewed the Joint BSD/BTA PD Fund Criteria.

This form is to be submitted to the BTA Office at minimum one week prior to the next scheduled meeting.

This form must be submitted with the following documents:

- Cover Letter (signed by all applicants) explaining the relevance of this PD to your professional assignment, related activities, growth plan outcomes, personal professional development needs and relevance to student learning and teaching practice.
- The required registration form for the activity.
- A copy of the program or conference brochure.
- NOTE: Sub coverage provided for **travel only** the day before and after the conference.

If you have any questions with regards to the above, please contact the Brandon Teachers Association

Phone: 204-729-3141

Email: office@bta.mbteach.org

Contact Email Address
Substitute Teacher Signature

FOR BTA OFFICE USE ONLY: Funding Level 3 (Substitute) _____