



Only reimbursements for the current school year will be considered and are due by June 15th. **RECEIPTS REQUIRED.** Please submit applications prior to the activity and allow 1 month for approval and processing.

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

NAME:

SCHOOL/WORKSITE:

DATE:

PHONE:

EMAIL:

ACCESS:	and/or	APPLY FOR:
<input type="checkbox"/> INDIVIDUAL CENTRAL ACCOUNT (INCLUDING SUPPLEMENTAL ALLOTMENT)		<input type="checkbox"/> INDIVIDUAL INITIATIVES
<input type="checkbox"/> SCHOOL CENTRAL ACCOUNT (SCHOOL PD REP APPROVAL REQUIRED)		<input type="checkbox"/> SCHOOL INITIATIVES
		<input type="checkbox"/> GROUP INITIATIVES
		<input type="checkbox"/> TTOC INITIATIVES

FOR INDIVIDUAL /TTOC INITIATIVES APPLICATIONS AND/OR INDIVIDUAL CENTRAL ACCOUNT REIMBURSEMENTS.
Description of workshop, conference, PD activity, resources or professional association fees:

Event Date(s): Location:

Registration/Fees	\$
Accommodation	\$
Transportation	\$
Meal Per Diems <small>Breakfast\$20/Lunch\$25/Dinner\$40</small>	\$
Mileage .54/km or BCTF max	\$
TTOC Release	\$
Prof Assoc Fees	\$
Prof Resources	\$
Subtotal	
LESS Individual or other funding	\$
Total Funds Requested \$	

Send chq to school Will pick up chq

SCHOOL CENTRAL ACCOUNT REIMBURSEMENTS
PD date:
Description:
 Debit per-teacher share from individual accounts \$ each
 Debit central school account \$

Please list teachers to be debited or email a list to office@ktta.ca.

School PD Rep Authorization

KTTA OFFICE USE
 Accessed Initiatives in Past 3 yrs
Individual/TTOC Funds Available
\$

PD COMMITTEE AUTHORIZATION

Date: _____
 Approved Denied
from Individual Funds \$
from School Funds \$
Total Approved \$

Initiatives funding supports schools and groups to bring in presenters and facilitators on school committee-planned non-instructional days. Events outside of NIDs may also be considered.

Check here if participation is open to other interested schools or teachers.

APPLICATION FOR SCHOOL or GROUP INITIATIVES FUNDS			
PD Rep or Contact		School	
Email		Phone	
INFORMATION AND EXPENSES			
Presenter Name			
Presenter Contact			
SESSION DETAILS:			
<input type="checkbox"/> A fee is being charged to attend this event \$ <input type="text"/> Maximum Participants: <input type="text"/>			
Session Title		Session Date	
Expense Details (presenter fees, materials costs, TTOC release, etc.)			Amount
<input type="text"/>			\$ <input type="text"/>
<input type="text"/>			\$ <input type="text"/>
<input type="text"/>			\$ <input type="text"/>
<input type="text"/>			\$ <input type="text"/>
TOTAL COSTS			\$ <input type="text"/>
LESS ANTICIPATED REVENUE			\$ <input type="text"/>
TOTAL REQUEST			\$ <input type="text"/>

KTTA OFFICE USE	
<input type="checkbox"/> Request approved \$	<input type="checkbox"/> Request denied
Approved from <input type="checkbox"/> School <input type="checkbox"/> Group or <input type="checkbox"/> TTOC initiatives	
Notes:	