



Date of application: _____

Name: _____

Email: _____

School: _____

How does this activity help your professional development growth?

Date Received	Application #
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Choose one of the following: (credit course or regular Pro-D)

☐ Regular Pro-D

Please include the conference/workshop information documents that include the cost, location, dates, and a brief description.

Conference/workshop title: _____

Location: _____

Dates: _____

Conference Cost: \$ _____

Travel and accommodation (member only), if required:

Car pooling: Yes ☐ No ☐ Room sharing: Yes ☐ No ☐

If yes, list names:

Travel: Distance (km) _____ @ \$0.72 = \$ _____

Ferry/Airfare/Train \$ _____

Bus/Taxi/Ride Share/Parking \$ _____

Hotel (including all taxes) \$ _____

Meals: Breakfast _____ @ \$20 Lunch _____ @ \$25

Dinner _____ @ \$40 Total meals: \$ _____

Total amount requested: \$ _____

☐ * Credit Course (Tuition only)

Please include course information documents that include the course name, number, brief description and the course cost breakdown.

Course name: _____

Course number: _____

Location: _____

Start date: _____

End date: _____

Tuition Requested: \$ _____

DTA Office use only:

Approved: _____

Amount approved: _____

Date reimbursed: _____

Amount Reimbursed: \$ _____

Cheque # _____

Please submit the completed form and backup documentation for courses, workshops and conferences via email brianna@deltateachers.org or fax: 604-946-1629 at least 7 days in advance of the PD activity.



Remedy PD 2018—2019 Remedy Funds Protocols and Procedures

Protocols

- ◆ 2018—2019 Remedy Funding will be approved using similar policies and procedures currently in place for Regular PD and Credit Course funding.
- ◆ Remedy PD can only be used on non-instructional days (spring, summer & winter break, and weekends).
- ◆ The PD activity must be relevant to your professional development growth.
- ◆ All applications must be received **before your PD activity begins** (Regular PD **7 days** in advance), Credit Course as per current policy of up to the day before. We cannot backdate applications to include completed courses, workshops or conferences or for courses, workshops or conferences that have already begun before we have received this application.
- ◆ No applications will be accepted after **December 31, 2025**. Courses must be completed by **March 31, 2026**.
- ◆ Credit Course funding is for **tuition costs only**.
- ◆ Travel and accommodation expenses are for our members attending conferences and workshops outside Metro Vancouver. These expenses are covered for the day before, day(s) of conference and day after.
- ◆ Original receipts are required for all expenses.
- ◆ Reimbursement cheques will be issued **after** you have attended your workshop/conference or completed your credit course. Completion of credit course needs to include your proof of completion (i.e. grades) and proof of payment. Once you have attended the event you must submit your receipts to the DTA office for reimbursement within 60 days. **No reimbursement cheques will be issued after May 30, 2026.**

Important tax information for credit courses:

Reimbursement of Employer Remedy PD funding is not a taxable benefit, therefore a T4A will not be issued. However please note, if you are reimbursed for tuition fees and a tuition receipt is issued for tax purposes, these fees will not qualify for the tuition tax credit.

Procedures

1. Complete the application in full and submit **before** the deadline of acceptance as indicated above.
2. Submit application along with the pertinent backup documentation as requested on page 1 for the type of funding you applying for. Submit via email brianna@deltateachers.org or fax 604-946-1629.
3. **Regular PD**—once you have attended your conference or workshop please submit your original receipts for all expenses approved for. A reimbursement cheque will issued after we have received all original receipts.
4. **Credit Courses**—once you have completed your course please submit your proof of payment and proof of completion for reimbursement.