

APPLICANTS ARE TO FILL OUT THIS FORM AND OBTAIN SUPERVISOR APPROVAL **PRIOR TO REGISTRATION** FOR ANY PROFESSIONAL DEVELOPMENT (PD) DURING BOARD TIME AND/OR IF PD IS FUNDED BY THE BOARD.

ALL PD OUTSIDE CANADA REQUIRES ASSOCIATE DIRECTOR APPROVAL ONCE APPROVED BY THE PRINCIPAL/SUPERVISOR.

IF STPDL /OTHER FUNDING IS TO BE CLAIMED, FORWARD TO THE STPDL REP/OTHER FUND OWNER FOR APPROVAL (SECTION C). ONCE APPROVED, RETURN ORIGINAL TO THE APPLICANT. THE APPLICANT SHOULD RETAIN A COPY FOR THEIR RECORDS AND FORWARD THE FORM TO FINANCE IF SECTION C IS COMPLETED.

SECTION A (To be completed by applicant)

Name		Application Date	
School/Location		Employee Group # and Name	30 Elementary Teachers
PD Activity name		Activity Location	
Activity description		Activity Dates	

EXPENSES	ESTIMATE \$
REGISTRATION FEE	
ACCOMMODATION	
FOOD (Maximum \$45 per day with original receipts)	
TRANSPORTATION (Include taxi, parking, etc.)	
MILEAGE (by own car) <input type="text"/> km	0.68
OTHER (SPECIFY)	
TOTAL EXPENSES	

PLANNED FUNDING SOURCES	ESTIMATE \$
STPDL	
OPC GENERAL FUND (FOR PRINCIPALS & VPS ONLY)	
SUPERINTENDENT FUNDING	
OTHER BOARD FUNDING (SPECIFY):	
TOTAL NOT FUNDED BY THE BOARD OR STPDL (e.g. PETL, Personal, other)	
TOTAL OTHER FUNDING SOURCES	
BALANCE TO BE FUNDED BY SCHOOL / DEPARTMENT LOCATION	

Signature of Applicant:	Date:
	Last STPDL claim date:

SECTION B - to be completed by Supervisor (such as Principal, Manager, Superintendent)

ABSENT DAYS COVERAGE REQUIRED

NO	YES	# OF DAYS:	COST \$:	Date:
Principal/Supervisor Signature:				Expenses Approved \$
				GL CODE 916 1710000001

All Professional Development outside Canada to be approved by Associate Director (ONLY FOR PD OUTSIDE OF CANADA)	
Associate Director Signature:	Date:

SECTION C - to be completed only if funded by other Board sources of funding (such as Superintendent)

Signature of budget owner of Other Board Funding (such as Superintendent):	Expenses Approved \$
	GL CODE 916 1710000001

STPDL/OPC GENERAL FUND APPROVAL

Number of Days Supply Coverage Approved	Cost of Supply Coverage \$
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TO CHARGE STPDL - Please use CODE 67 in Easy Connect

GL CODE : 916 171 000 000 1	Expenses Approved \$
Signature of STPDL/OPC General Fund Chair:	Date: