peel District School Board

PROFESSIONAL DEVELOPMENT REQUEST FORM

2023-2024

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)		not eligible
TRANSPORTATION (Include taxi, parking, etc.)		
MILEAGE (by own car)	km	0.68	
OTHER (SPECIFY)		
TOTAL EXPENSES		
PLANNED FUNDING SOURCES		
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 (i.e., Principal, Coordinating Principal, etc.)

ABSENT DAYS COVERAGE REQUIRED

NO ☐	YES ☐	# OF DAYS:	Cost: $271.65 (per day)	Total OT Expenses Approved: $

Dates of OT Coverage Required:	GL CODE **916 1710000001**

Principal/Supervisor Signature:	Date:

All Professional Development outside Canada to be approved by Associate Director (COMPLETE 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 $

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: