

CONFERENCE PROFESSIONAL LEARNING FUNDING APPLICATION FORM (2024-2025)

Review the Application Process in the Guidelines. All Guidelines must be met for funding to be approved.

<p style="text-align: center;">FORWARD ALL APPLICATIONS TO: Julia Allen, Secretary-Treasurer VIA Email: treasurer@etfopeel.com VIA Board Courier: Peel Elementary Teachers' Local, The Educators' Centre</p>	<p style="text-align: center;"><i>If you have questions, please contact</i> Julia Allen, Secretary-Treasurer: By Phone: 905-564-7233 x228 Via email: treasurer@etfopeel.com</p>
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Legal Name:	School/Work Location:	Superintendent:	Date of Application: <small>(e.g., October 14, 2024)</small>
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Non-Board Email:	Board Email:	ETFO Number:	OCT Number:	PDSB Employee #:
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Date(s) of Activity/Conference: <small>(e.g., May 21, 2025) to (e.g., May 22, 2025)</small>	Name of Activity/Conference:
	Provider/Organizer of Activity/Conference:
	Location:

<p>CONFERENCE FUNDS REQUEST <i>(Apply for ALL Anticipated Expenses)</i></p> <p>Registration: \$ _____</p> <p>Transportation:</p> <p>Transit \$ _____</p> <p>Parking \$ _____</p> <p>Mileage <i>(actual/driver only)</i> \$ _____</p> <p>_____ km x 0.68 = \$ _____</p> <p>Accommodation: \$ _____</p> <p>Meals:</p> <p>\$70 MAXIMUM PER DAY \$ _____</p> <p style="text-align: center;">Total Requested: \$ _____</p> <p style="text-align: center;">STPDL Acknowledgement: (Applicant Please Check <input type="checkbox"/>) Review the Guidelines</p> <p>Requested ___ Approved ___ I'm On Leave ___</p>	<p>FOR PETL OFFICE USE ONLY</p> <table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> FUNDS APPROVED </td> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> RECEIPTS RECEIVED </td> </tr> </table> <table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <p>Registration: \$ _____</p> <p>Transportation:</p> <p>Transit \$ _____</p> <p>Parking \$ _____</p> <p>Mileage \$ _____</p> <p>_____ km x 0.68 = \$ _____</p> <p>Accommodation: \$ _____</p> <p>Meals:</p> <p>\$70 MAXIMUM PER DAY \$ _____</p> </td> <td style="width: 50%; padding: 5px;"> <p>Registration: \$ _____</p> <p>Transportation:</p> <p>Transit \$ _____</p> <p>Parking \$ _____</p> <p>Mileage \$ _____</p> <p>_____ km x 0.68 = \$ _____</p> <p>Accommodation: \$ _____</p> <p>Meals:</p> <p>\$70 MAXIMUM PER DAY \$ _____</p> </td> </tr> <tr> <td style="padding: 5px;">STPDL</td> <td></td> </tr> <tr> <td style="padding: 5px;">Total Costs Approved: \$ _____</td> <td style="padding: 5px;">Total to Reimburse: \$ _____</td> </tr> </table>	<input type="checkbox"/> FUNDS APPROVED	<input type="checkbox"/> RECEIPTS RECEIVED	<p>Registration: \$ _____</p> <p>Transportation:</p> <p>Transit \$ _____</p> <p>Parking \$ _____</p> <p>Mileage \$ _____</p> <p>_____ km x 0.68 = \$ _____</p> <p>Accommodation: \$ _____</p> <p>Meals:</p> <p>\$70 MAXIMUM PER DAY \$ _____</p>	<p>Registration: \$ _____</p> <p>Transportation:</p> <p>Transit \$ _____</p> <p>Parking \$ _____</p> <p>Mileage \$ _____</p> <p>_____ km x 0.68 = \$ _____</p> <p>Accommodation: \$ _____</p> <p>Meals:</p> <p>\$70 MAXIMUM PER DAY \$ _____</p>	STPDL		Total Costs Approved: \$ _____	Total to Reimburse: \$ _____
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STPDL									
Total Costs Approved: \$ _____	Total to Reimburse: \$ _____								

<p>► OCCASIONAL TEACHER REQUEST ***Beyond Days Approved by STPDL (if eligible)***</p>	<p><u>OT day(s) approved</u></p> <p>_____ day(s) @ \$271.85 = \$ _____</p>	<p><u>OT day(s) to be paid to the PDSB</u></p> <p>_____ day(s) @ \$271.85 = \$ _____</p>
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<p>Date OT Required</p> <p><small>(e.g., May 22, 2025)</small></p> <p>Portion of full day required for the release day (<i>Full / Half / other</i>): _____</p>	<p>Date Application Processed:</p> <p>_____</p> <p>Signature of Secretary-Treasurer:</p> <p style="text-align: center;">X</p>	<p>Date Reimbursement Processed:</p> <p>_____</p> <p>Signature of Secretary-Treasurer:</p> <p style="text-align: center;">X</p>
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← Please check to confirm you have read the current PETL Conference Funding Guidelines. Incomplete applications will not be processed.

<p>*Signature of Member:</p> <p style="text-align: center;">X</p>	<p>**Signature of Principal/Supervisor:</p> <p style="text-align: center;">X</p>	<p>***Signature of Associate Director <small>(Only required for travel outside of Canada):</small></p> <p style="text-align: center;">X</p>
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<p>FOR PETL OFFICE USE ONLY</p>	Treasurer's Signature:	Date Processed:
<input type="checkbox"/> FUNDS DENIED <small>Incomplete/Late/Funds Exhausted/Previous PL Funding/Other:</small>	X	

<p>Date Reimbursed: _____</p> <p>Paid to Member: \$ _____</p> <p>Cheque Number: _____</p> <p><small>Allocation: <u>Professional Development: Conference Funding</u></small></p> <p>Date Issued: _____</p> <p>Treasurer's Signature: _____</p>	<p>OT Days: \$ _____</p> <p>Invoice Number: _____</p> <p>Cheque Number: _____</p> <p><small>Allocation: <u>Professional Development: Conference Funding</u></small></p> <p>Date Issued: _____</p> <p>Treasurer's Signature: _____</p>	<p>OT Days: \$ _____</p> <p>Invoice Number: _____</p> <p>Cheque Number: _____</p> <p><small>Allocation: <u>Professional Development: Conference Funding</u></small></p> <p>Date Issued: _____</p> <p>Treasurer's Signature: _____</p>
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