



**Pembina Hills School Division & ATA Local 22**  
**Personal Professional Development Fund**  
**Claim Form**  
**2024- 2025**



<b>Please fill out completely.</b>			
Name:		School:	
Home Mailing Address:			
Conference/ Event/Course Name:		Location:	
Event Date(s):		Time:	
Did you require a substitute teacher for this event?	Y/N		
Name of Substitute Teacher			
<i>Substitute teachers must be booked using the Third Party Billing option in SRB and Teacher Directed PD as the reason you are away.</i>			

<b>Receipts are required for all expenses.</b>	
Please indicate which grant you are submitting receipts for	<input type="checkbox"/> In province (up to \$500 for registration; up to \$500 for additional expenses) <input type="checkbox"/> Graduate Tuition Reimbursement (up to \$1000) <input type="checkbox"/> Out of province (up to \$2500)
Registration fee	
Mileage: \$0.58/km round trip from your school to the event location	
Accommodation: (Private accommodation max. is \$30/day, otherwise attach hotel receipt).	
Meal(s)	
Other	
<b>Total expenses</b>	
<p><b>In province grant:</b> Maximum claimable amount is \$500 for registration; \$500 for additional expenses; plus the costs of the sub, if required.</p> <p><b>Tuition grant:</b> Maximum claimable amount is \$1000 for tuition costs; No subs or additional expenses are applicable for this grant; copy of receipt and transcript indicating successful completion are required.</p> <p><b>Out of province grant:</b> Maximum claimable amount is \$2500 for registration and additional expenses; plus the costs of the sub, if required.</p>	

Your signature:		Date:	
ATA Local 22 PD Chair		Date:	

Please submit all signed claims to [pd@local22.ca](mailto:pd@local22.ca) with attached receipts in one PDF.