



Pembina Hills School Division & ATA Local 22
Personal Professional Development Fund
Claim Form
2025- 2026



Please fill out completely.			
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			
Substitute teachers must be booked using the Third Party Billing option in SRB and Teacher Directed PD as the reason you are away.			

Receipts are required for all expenses.	
Please indicate which grant you are submitting receipts for	☐ In province (up to \$1500 for registration and additional expenses) ☐ Graduate Tuition Reimbursement (up to \$1500) ☐ 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	
Total expenses	
In province grant: Maximum claimable amount is \$1500 for registration and additional expenses; plus the costs of the sub, if required. Tuition grant: Maximum claimable amount is \$1500 for tuition costs; No subs or additional expenses are applicable for this grant; copy of receipt and transcript indicating successful completion are required. Out of province grant: Maximum claimable amount is \$2500 for registration and additional expenses; plus the costs of the sub, if required.	

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

Please submit all signed claims to pd@local22.ca with attached receipts in one PDF.