



Claim for Professional Development

Form 423-01(a)

Name:	Today's Date:
School:	Zone:
Date of Professional Development Activity: _____ Location: _____	
Type of Professional Development: <input type="checkbox"/> Workshop/Conference <input type="checkbox"/> Webinar <input type="checkbox"/> On-demand Class/course <input type="checkbox"/> Credit Coursework <input type="checkbox"/> Non-credit Coursework <input type="checkbox"/> Other (Describe) _____	
CLAIM INFORMATION:	
(A) SUBSTITUTE COVERAGE Certified Teacher _____ days @ \$206.61 per day = _____ Classroom Teacher _____ days @ \$125.35 per day = _____	(A) = _____
(B) APPLICANT CLAIM: (If applicable, you must also attach bank or credit card statements showing exchange rate, and amount paid in Canadian funds. <input type="checkbox"/> Accommodation <input type="checkbox"/> Private Accommodation Allowance (\$30/night) <input type="checkbox"/> Registration Fee <input type="checkbox"/> Required resources(Attach proof of requirement) <input type="checkbox"/> Subsistence _____ Days x \$50/Conference Day TRAVEL EXPENSES: <input type="checkbox"/> Economy Airfare + standard baggage for 1 bag <input type="checkbox"/> Trip Cancellation Insurance <input type="checkbox"/> Return mileage to airport _____ km @ ATA Rate \$0.53 OR <input type="checkbox"/> Mileage _____ km @ ATA Rate \$0.53 <input type="checkbox"/> Parking <input type="checkbox"/> Uber/Taxi (excluding tip) - to and from airport or hotel and conference site	= _____ = _____ = _____ = _____ = _____ = _____ = _____ = _____ (B) = _____
TOTAL PAYABLE TO TEACHER	(B) = _____
(C) TOTAL CLAIM	(C) = _____
_____ Signature of Applicant	
_____ Date Received	_____ ESC Authorization
**Completed claim form and ALL receipts must be scanned within 30 days of the Professional Development Activity and sent as ONE document to atapq@gypsd.ca . Certificate of completion or a copy of mark should be attached where applicable.	

REFLECTION

1. In what ways has your Professional Development Activity been successful?

2. What would have helped to make your Professional Development Activity more successful?

3. In what ways has attending this Professional Development Activity improved your teaching?

4. In what ways do you plan to share this with your colleagues?