

CLAIM FOR PROFESSIONAL DEVELOPMENT

Name:	Today's Date:				
School:	Substitute	ATA Zone:	Edson Jasper	Grande Cache Lobstick	Hinton
Date(s) of Professional Development Activity: _____		Location: _____			
Type of Professional Development:					
Workshop/Conference		Webinar		On-demand Class/course	
Non-credit Coursework		Other (Describe) _____			
CLAIM INFORMATION:					
(A) SUBSTITUTE COVERAGE					
Certified Teacher _____ days @ \$240 per day = _____					
Classroom Supervisor _____ days @ \$132.38 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.)					
Accommodation (attach receipt)				= _____	
Private Accommodation Allowance (\$30/night)				= _____	
Registration Fee (attach receipt)				= _____	
Required resources(Attach proof of requirement) (attach receipt)				= _____	
Subsistence _____ Days x \$50/ Day				= _____	
TRAVEL EXPENSES:					
Economy Airfare + standard baggage for 1 bag (attach receipt)				= _____	
Trip Cancellation Insurance (attach receipt)				= _____	
Return mileage to airport _____ km @ ATA Rate \$0.53				= _____	
OR					
Mileage _____ km @ ATA Rate \$0.53				= _____	
Parking (attach receipt)				= _____	
Uber/Taxi (excluding tip) - to and from airport or hotel and conference site (attach receipt)				= _____	
TOTAL PAYABLE TO TEACHER					(B) = _____
(C) TOTAL CLAIM					(C) = _____
_____ Signature of Applicant					
_____ Date Received by ESC			_____ 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 the correct PD Co-Chair at atapg@gypsd.ca (Grande					

Cache, Hinton, Jasper) **OR** atapg2@gypsd.ca (Edson, [Lobstick](#)). 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?