



MRTA/SD42 Joint Pro-D Application Form - Individual Category

See over for Pro-D policy & practice hints.

Name: _____ School: _____ Are you a TToC? Yes ___ No ___

Date(s) of Pro-D Activity: _____

Title of Pro-D Activity: _____

Location of Pro-D Activity: _____

Locations outside of BC will be referred to the MRTA Pro-D Committee for consideration.

***IMPORTANT: Please attach copy of registration info stating: conference name, cost, dates, etc., but NO receipts at this time; save them to submit AFTER your conference with your expense voucher.**

Brief Description of Activity: _____

How do you think this will improve your teaching practice?: _____

Do you require TToC coverage?: Yes ___ No ___ # of TToC Days & Dates? (Max of 2): _____

Are you taking this course for credit? Yes ___ No ___

Will you receive other funding sources, including TToC coverage? Yes ___ No ___

Check all that apply: ___ Principal ___ PGP ___ District ___ Remedy ___ JECIC ___ Other

Provide details: _____

Maximum reimbursement from the Joint PD Fund is \$400.00 + 2 TTOC days annually (July-June).

Projected Expenses	\$	¢
Registration fee (including membership fee)		
Hotel _____ Days _____ @ _____ Rate		
Meals _____ Breakfast @ max rate of \$14		
_____ Lunch @ max rate of \$16		
_____ Dinner @ max rate of \$26		
Note: Breakfasts & Dinners in local events starting after 8:30 am and concluding before 4:30 pm cannot be claimed.		
Miscellaneous (please specify)		
Transportation (Ferry, Plane, West Coast Express, Public transit)		
Driving by yourself: (from _____ to _____ & return) _____ km @ 54¢/km		
	SUBTOTAL	
Driving a carpool: (from _____ to _____ & return) _____ km @ 54¢/km		
Note: Only carpool drivers can claim mileage (this is in addition to the \$400 yearly limit).		
List Teacher Passenger Names Here:		
	TOTAL	

Signatures Required:

Teacher's Signature: _____ Date: _____, 20__

School Pro-D Rep Signature: _____ Date: _____, 20__

Administrative Signature: _____ Date: _____, 20__

FOR MRTA USE ONLY

MRTA PRO-D AUTHORIZED SIGNATURE

PRO-D FUNDS APPROVED: \$ _____ TTOC DAYS APPROVED _____

ADDITIONAL CARPOOL FUNDS APPROVED: \$ _____ DATE: _____, 20__