

APPROVAL FOR FUNDING DOES NOT INDICATE APPROVAL FOR ABSENCE FROM TEACHING DUTIES.  
IT IS THE MEMBER'S RESPONSIBILITY TO OBTAIN APPROVAL FOR ANY ABSENCE FROM HIS/HER  
SITE ADMINISTRATOR!



**E. T. F. O. Niagara Professional Development Fund  
Request Form 2017 - 2018**

**Member's Name:** \_\_\_\_\_ **(Please Print)**

Previous name (if applicable): \_\_\_\_\_

I am a statutory member of ETFO Niagara -Teachers' Local

**Member's Worksite/School:** \_\_\_\_\_ **Board Email:** \_\_\_\_\_

**Type of PD Event:** \_\_\_\_\_ (eg., conference, course, workshop, school visitation etc.)

**Name of PD Event:** \_\_\_\_\_

**Date of PD Event:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Date of last approved monies from E. T. F. O. Niagara PD Fund: \_\_\_\_\_ (if known)

Money remaining in your PD account prior to this request : \$ \_\_\_\_\_ (if known)

**Expenses Requested:**

***Occasional Teacher (allocated before personal expenses)***

\_\_\_\_\_ days @ **\$232.78/day** (eff Sept 5/17) \_\_\_\_\_

**Registration:** \_\_\_\_\_

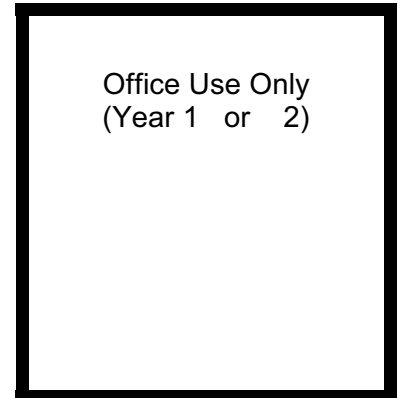
**Transportation:** (mileage \$0.540/km) \_\_\_\_\_

**Accommodation:** \_\_\_\_\_

**Meals:** \_\_\_\_\_

**Other eligible expenses (specify)** \_\_\_\_\_

**TOTAL EXPENSE REQUEST** \$ \_\_\_\_\_



**I have read and understand the PD Operating Procedures** of the ETFO Niagara Professional Development Fund (as found on our website [www.etfoniagara.ca](http://www.etfoniagara.ca)).

Date: \_\_\_\_\_ Member's Signature: \_\_\_\_\_

- NOTES:**
1. Requests must be received by the E. T. F. O. Niagara Office **A MINIMUM OF ONE (1) DAY PRIOR TO THE EARLIEST START DATE OF THE PD EVENT**. Requests may be sent to the E.T.F.O. Niagara Office via the Board courier (**allow at least 5 working days for delivery**), email to [pd@etfoniagara.ca](mailto:pd@etfoniagara.ca) (signed, scanned & attached), mail or fax (905-892-9733).
  2. Confirmation of your approved request will be sent to you as soon as possible along with your statement of expense form (via Board email).
  3. Within **60 days** of the PD Event, a **signed E. T. F. O. Niagara PD Fund Statement of Expenses Claim Form** must be submitted with all **original** receipts and proof of completion attached. Failure to submit expense sheets will result in non-payment of said expenses and requested funds will be returned to the fund.