

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 2018 - 2019**

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 @ \$236.20/day _____

Registration: _____

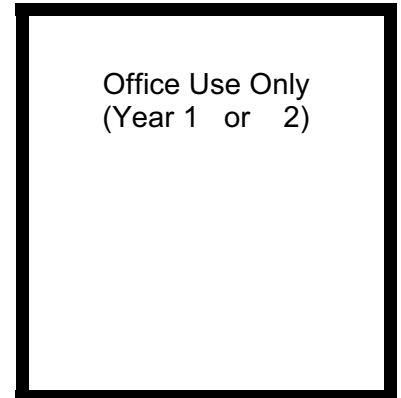
Registration: _____

Transportation: (mileage \$0.540/km) _____

Accommodation: _____

Meals: _____

Other eligible expenses (specify) _____



Office Use Only
(Year 1 or 2)

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).

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 (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.