



GEDSB Elementary School's PD Budget Expense Form



Scan Completed Expense Form, Receipts, and Proof of Completion (for workshops and AQ courses) in one document to Jeannette Dodds at jdodds@geetf.ca

Invoice #

(Business use only)

Please see guidelines on reverse side.

Date: _____

Employee Name: _____

Mobile Number: _____ **Email:** _____

Home School Location: _____

Name of Course/Conference: _____

Date of Course/Conference: _____

Location of Course/Conference: _____

Expenses Description Cost

Resources: _____

Registration: _____

Hotel: _____

Meals : Consult with your school PD Committee's allowable maximums. - **Alcohol will not be reimbursed.**

Date:	Breakfast:	Lunch:	Dinner:	Total Daily Costs

Transportation Costs: As per the Board's policy, please attach a Google Map to show the shortest distance from your school/home to the event and return trip.

Rail / Bus: _____ *Parking/Taxi:* _____ = _____

Motor Vehicle: *Total kms:* _____ *X Rate /km* _____ = _____

Carpooling - Additional Passengers: 1) _____ 2) _____

3) _____ 4) _____

No. of Additional Passengers: _____ X Total Kms _____ X \$0.05/km = _____

Dependent Care - List Name(s) below: _____ *Age* _____

_____ *Total Claim For Dependent* = _____

TOTAL CLAIM = \$ _____

Signature of Claimant: _____

Signature of Union Steward: _____

Signature of Administrator: _____

GEETF Approval: _____

Attachment Checklist:

- Scanned Original Receipts
- Google Map
- Signatures: Claimant, Union Steward, Administrator

General Ledger Account to Charge	Location Code	% Charge	Total Charge	HST Total
x xxxx xx xxx xxx x	xxx			
0 0000 10 315 325 1				(Business use only)

GEDSB/GEETF Guidelines for PD Budget Expenses

I. GENERAL

- a) The Elementary School's PD Budget Expense Form is used to apply for all expenses incurred by the claimant at a course/conference/workshop or for expenses that have been approved by the school's P.D. Committee and GEETF.
- b) Receipts are required for all expenses except mileage (see procedure below re Google Map). **Note, that reimbursement will not be approved until after the date of the course/conference/workshop.**
- c) Expenses must be submitted within 30 calendar days of the activity. Note, the GEETF office is closed for the summer break and will not be approving claims for reimbursement by the Board until the start of the following school year.
- d) A separate PD Budget Expense Form must be submitted for each course/conference/activity.
- e) The 'Chair' of the in-school PD Committee must ensure that the form is filled out with the required three signatures as follows: Claimant, Union Steward and Administrator.
- f) Expenses for which the Local will reimburse are:
 - 1) Meals when not provided at the event site - detailed receipt(s) must be provided including payment receipt. The Board will not reimburse solely from a credit card chit.
 - 2) Transportation costs: motor vehicle, train, bus, subway, taxi to and from the event site and parking.
 - 3) Accommodation - must be a receipt from the hotel in the claimant's name. A reservation code or confirmation email is not sufficient.
 - 4) Resources - it is mandatory that if a teacher would like to use PD funds to purchase resources that these are approved by the GEETF in advance. **Any resource that contains lesson plans or reproducibles will be denied.** Resources should be used to professionally develop the teacher in order to help improve in their role; not as a tool in the classroom to assist in teaching the students.
Resources purchased by a particular group of teachers and become their property. When they leave the school, they can take the books with them. The curriculum books are not to be catalogued and put in the library.
 - 5) PD funds may be used for AQ courses once per year by each member to a maximum of \$650. Proof of payment and course completion must be attached to completed budget expense form.
 - 6) Course/Conference/Workshop Registration. Membership in organizations will not be approved. The exception to this would be if the cost of the conference is cheaper for the teacher to become a member of the organization and the two costs (membership and registration) are not more than the registration for a non-member.

Note: The Administrator's VISA should not be used for any PD expenses - i.e., to pay for registrations of conferences /workshops or the purchase of resources.

II. MEALS

- a) When meals are provided at a function or activity, meal costs will not be reimbursed.
- b) Reimbursement for meal expenses will be subject to the limits stated. **When submitting meal receipts, submit the detailed receipt(s) including payment receipt. The receipt(s) must be submitted only for the claimant submitting the expense for reimbursement. Alcohol purchases will not be reimbursed.**
- c) When more than one meal is claimable for a single day, the individual meal guideline may be exceeded; however, the cumulative meal costs may not exceed the combined maximum guideline cost for the meals claimed. Claims for food are limited by the criteria of the school PD Fund as determined by your school PD Committee, or by the meal allowances established by ETFO, whichever is less.
Currently, ETFO daily limits are \$20 for breakfast, \$25 for lunch, and \$50 for dinner to a daily maximum of \$95.

III. TRANSPORTATION

- a) Check your in-school transportation criteria. The GEDSB Mileage rate is currently \$0.68 per km. If the mileage guideline for your in-school PD criteria is based on ETFO's mileage guidelines, the base rate is \$0.61/km, plus an additional \$0.05/km for each additional passenger.

IV. ACCOMMODATION

- a) A reservation code or confirmation email is not sufficient. **A detailed receipt from the hotel in the claimant's name is required. We will not approve expenses related to telephone/internet/video/liquor.**

V. DEPENDENT CARE

(A signed receipt from the caregiver, listing the dependents and applicable dates, must be provided).

- a) Payment for Child and Adult Dependent Care shall not exceed \$75.00 per meeting day for each dependent.
- b) Payment for overnight care shall not exceed \$55.00 for the first child/adult dependent plus \$35.00 for each additional child/adult dependent to a maximum of \$125.00 per day.
- c) Payment for child care is limited to dependents 18 years of age and under.
- d) Overnight care is a reimbursable expense if no caregiver would otherwise be in the home overnight
- e) Payment for adult dependent care is limited to an adult whose care is the responsibility of the member
- f) Subject to prior approval by the Federation, the rate at which dependent care costs for ETFO members who have a dependent with special needs will be the actual additional costs paid by the member for the care of the dependent. Please contact the provincial office for the Application to Exceed Dependent Care Maximum.