

<b>Surname</b> (Please Print)	<b>Given Names</b> (in full) underline name used	<b>Status</b> <input type="checkbox"/> Contract Teacher <input type="checkbox"/> Active Substitute Teacher
<b>Division(s) Taught</b> <input type="checkbox"/> Elementary <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> Non-School Based	<b>School/DU</b>	<b>School Phone Number</b>
<b>Email Address</b> (Applicants will be notified by email once the application has been processed.)		<b>Alternate Contact Number</b>
<b>Name of Activity</b>	<b>Date(s) of Activity</b>	<b>Location of Activity</b>
<b>Type of Activity/Resource</b> (Attach details as outlined in the Staff Development Fund Guidelines)		
<input type="checkbox"/> Course	<input type="checkbox"/> Online Course	<input type="checkbox"/> Collaboration
<input type="checkbox"/> Workshop	<input type="checkbox"/> Book	<input type="checkbox"/> Practical Research
<input type="checkbox"/> Conference	<input type="checkbox"/> Interschool Visitations	<input type="checkbox"/> Other (please specify) _____

<b>Has funding been provided by another source? If so, please provide:</b> _____	
<p><b>1. ELIGIBLE EXPENSES</b></p> <p>a) <b>Conference or Activity Fee/Course Fee/Resource Cost</b> (excludes membership fee) \$ _____</p> <p>b) <b>Travel</b> \$ _____</p> <p>c) <b>Taxi/Airport Shuttle/Bus/Parking</b> \$ _____</p> <p>d) <b>Hotel Accommodation</b> \$ _____</p> <p>e) <b>Meals per diem without receipts = \$47 CAD</b> \$ _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Breakfast (\$10.00) Date(s): _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Lunch (\$13.50) Date(s): _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Dinner (\$23.50) Date(s): _____</p> <p style="text-align: right;"><b>Subtotal</b> \$ _____</p> <p><b>2. Substitute Teacher Funding Required</b></p> <p>Provide date(s) _____</p> <p>Identify the source of funding:</p> <p><input type="checkbox"/> DU/school to pay costs (principal/supervisor authorized) \$228.90 for full day, \$138.60 for half day</p> <p><input type="checkbox"/> Teacher Development Fund (principal/supervisor authorized) - \$228.90 for full day, \$138.60 for half day, *Division reimbursed by the TDF</p> <p><input type="checkbox"/> Private Business Leave at the substitute teacher rate of pay – \$228.90 for full day, \$138.60 for half day – requires an application to Leaves of Absence, *Teacher reimbursed by the TDF</p> <p><input type="checkbox"/> Personal Leave Unpaid – requires an application to Leaves of Absence</p> <p style="text-align: right;"><b>Subtotal</b> \$ _____</p> <p><b>Total Substitute Costs Related to Private Business Leave</b> \$ _____ (All claims for substitute teacher costs will be subject to verification with Edmonton Public Schools)</p> <p><b>3. Total Projected Eligible Personal Expenses That Will Not Be Covered By Other Sources/Amount Request</b> (see Teacher Development Fund Guidelines) <b>TOTAL</b> \$ _____</p>	

I confirm that I have not accessed other sources of funding for the above expenses. I understand that my application will not be considered until all required documentation is received and complete. I acknowledge that I am eligible to a maximum of \$1,800 in a two year period.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

The personal information collected on this form will be used and disclosed solely for the purpose of processing this application and is collected under the authority of The School Act and Alberta's Freedom of Information and Protection of Privacy Act for the purpose(s) noted above. If you have any questions about this application, please call 780-455-2164.

Submit to: ATA, LOCAL 37 401, 11010 - 142 Street Edmonton, AB T5N 2R1 Phone: 780-455-2164 Fax: 780-453-1407 Email: <a href="mailto:tdf@edpub.org">tdf@edpub.org</a>	This section is to be completed by the Teacher Development Fund Administrator.  Funding is: <input type="checkbox"/> approved <input type="checkbox"/> not approved    \$ _____  _____ Signature of Teacher Development Fund Administrator    Date
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