

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  
2009 - 2010

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

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

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

Member's Worksite/School: \_\_\_\_\_ School Phone#: \_\_\_\_\_

Type of Request: (please check one) \_\_\_\_\_ Conference \_\_\_\_\_ Convention \_\_\_\_\_ Seminar  
\_\_\_\_\_ Workshop \_\_\_\_\_ Speaker \_\_\_\_\_ School Visitation \_\_\_\_\_ Course

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

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

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

Maximum expenditures remaining prior to this request : \$ \_\_\_\_\_

Expenses Requested:

*Occasional Teacher (allocated before personal expenses)*

\_\_\_\_\_ days @ \$208.40 \_\_\_\_\_

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

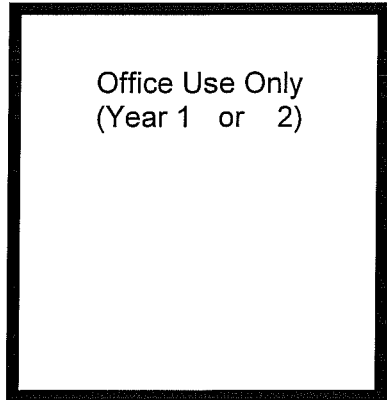
*Transportation:* (mileage \$0.438 per km) \_\_\_\_\_

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

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

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

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



I have read and understand the Operating Procedures of the ETFO Niagara Professional Development Fund.

Date: \_\_\_\_\_ Members 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 days for delivery), 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.
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 attached. Failure to submit expense sheets will result in non-payment of said expenses and requested funds will be returned to the fund.