

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 2011 - 2012  
REVISED (effective October 1, 2011)

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 @ \$220.87 \_\_\_\_\_

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

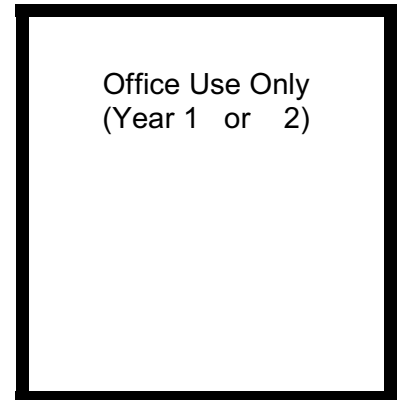
**Transportation:** (mileage \$0.460 per km) \_\_\_\_\_ (eff Oct 1/11)

**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.etfoniag.com](http://www.etfoniag.com)).

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 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 (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.