

## HOW TO COMPLETE YOUR PPDF APPLICATION

“The fund is intended to assist teachers in their personal professional development. It is recognized that this development will be of the kind that is beneficial to the Division.” (PPDF Guidelines)

Go to the LRSD staff page “Helpful Links,” select the “PPDF” link, and then click on “Submitting a PPDF Application.” Submissions must occur no later than five school days prior to a PD event.

First, you are asked to check off and declare the following:

- Acceptance and Funding of this Request will be in accordance with the PPDF Rules and Guidelines**

This alerts the applicant to the observance of specific rules and procedures in the use and administration of PPDF Funding. The Guidelines are reviewed and updated annually and are available in PDF format via a link on the PPDF webpage. It is strongly recommended that you read the list of funding exceptions (Section V: page 6-7) and the explanation of how and when to submit receipts to ensure a timely reimbursement (Section III: page 4-5). Also, if you intend to travel out-of-town, be sure to download and read (before leaving), the “Out-of-Town Reimbursement Form” also linked to the PPDF webpage.

Second, you are asked to check off and declare the following:

- I have notified my school administration of my intention to attend this event prior to applying for PPDF funds.**

Before applying for PPDF a teacher is required to have a conversation with one’s administration notifying him/her of his/her intent to attend a PD event. Once your application has been either approved or denied by the PPDF committee, you, and your administrator, will receive an email simultaneously informing both of you of the committee’s decision.

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**Description:** This text box requires a description of your chosen PD event. This should be written in relation to its relevance which you will provide in the following text box. You may use language from a webpage and/or rewrite it in your own words.

**Relevance:** This text box requires an explanation of your PD choice. You must identify your current assignment and provide a description of how the professional development event you selected is *relevant* to your professional goals, needs, or related activities that pertain to your current and/or future career goals.

**Proposed Travel Plans:** This text box requires an explanation of your travel and event itinerary, including anticipated travel dates and any other relevant information.

**Contact Information:** In all cases, provide the contact name, email address, and/or phone number of an individual associated with the PD event and/or sponsoring organization.

**Event Location:** This is required information; please ensure that you indicate whether the event is local or out-of-town.

**Event Address:** Be as accurate as possible in providing the following: *street name, city, postal code, province, or zip code and state.*

**Event Website:** In order for the PPDF Committee to review your application you must provide a URL that links directly to the information you referenced in your application, for example: session names, registration costs, or attendance dates, etc. Go beyond the PD event homepage when necessary to limit the PPDF Committee's search for pertinent information.

**Event Dates:** You must identify the days you will be away from work, specifically the days you would normally be at work. The dates entered in "Event Dates" will include conference days and may include travel days. Travel days are work days that fall immediately prior to or after a PD event that allow for travel to and from an out-of-town conference when required (see below, "Travel Day Allowance Explained"). These will be the same dates you must also report in AESOP, even if a sub is not required, to account for your absence while attending this PD event. Note that when reporting your *absence reason* in AESOP your reason must be indicated as a "PPDF Event".

**Divisionally Sponsored Events (DPDF):** sponsored PD events are listed under the DPDF link and typically do not have registration fees divisionally associated with them. These sessions may be attended using PPDF funds to cover your sub costs if there are additional seats available. Availability, and/or a school quota for DPDF is indicated in the online description or school posting. Confirm first whether your school's quota for a particular DPDF event has been met; ask your administrator, if it hasn't, apply through DPDF. However, if the school's quota has been met, apply through PPDF but not before confirming with the event's contact person (listed in the online description of the event) whether an additional seat is available. Please mention this confirmation in your PPDF application.

### Substitute Days and Other Costs

**Substitute Days:** Indicate the days you require a sub by checking off the day(s) or half day(s) you will need a substitute. You will need to book a sub for these days in AESOP. When creating an absence in AESOP, you must select as your *absence reason*, "PPDF Event".

**Registration Cost:** Identify if there is a reduced cost registration because reduced rates sometimes include membership fees (**which PPDF does not reimburse**) and/or, involve an early bird deadline that can prevent needless expense when it can be met by the applicant and PPDF Committee.

**Travel Costs:** This would include air fare and/or mileage paid at the Divisional mileage rate when you use your personal vehicle to travel. Be aware that the costs you quote in advance of having actual receipts operate as estimates. Further, if the rates you quote at the time of submitting your application are inapplicable at the time of purchase you could be approved for less than you actually spend resulting in a needless increase to the out-of-pocket portion of your total PD expenses: Therefore, quote full fare and hotel rates. Reimbursement for mileage cannot be a shared expense and is reimbursed to the owner/driver of the vehicle.

**Additional Cost Comments:** Additional costs include such expenses as baggage charges, cab fare, or any other costs in addition to, but not including, air fare, lodging, and meals. Provide a total amount needed for “additional costs” and itemize each estimated cost within this total. Remember to apply taxes and/or exchange rates in your estimates. In all cases refer to the list of Funding Exceptions, Section V: page 6-7 of the PPDF Guidelines before listing additional costs that may, or may not be, covered by PPDF. Shared Costs: If you are sharing costs with other colleagues include detailed information of your sharing arrangement in this section. Reimbursement for mileage cannot be a shared expense.

## Travel Time Allowance Explained

**Travel Time Allowance:** Travel time allowance is the time required to travel to an out-of-town event and is to be planned for in a fiscally responsible and ethical manner. Travel time allowance pertains to potential expenses and reimbursements for out-of-town events. An allowance for travel time may be permitted, pending the travel distance and/or flight times, to a maximum of one (1) day immediately prior to and one (1) day immediately after a conference. Travel time may not require anytime absent for work, a half day, or a maximum of one full day. If permitted, you would be eligible for funding for cost of sub, hotel and meal expenses for the partial days or day(s) you travel. For more details and to ensure correct absence reporting from work please contact the LRTA Vice-President of Professional Development & PPDF Chair at [pdlrta@shaw.ca](mailto:pdlrta@shaw.ca) or 929-5782.

### Commonly Asked Travel Day Allowance Questions:

**The final day of my PPDF event ends at noon. Is my travel time allowance the remainder of that day or the next day?**

For example, your out-of-province PD event may end on a Thursday at noon and due to flight availability there are no flights leaving that afternoon or evening, and your flight occurs the following day and you would be entitled to travel time on Friday. The half day or full day allowance will depend upon your arrival time home.

**I would like to extend my stay at the location of the PPDF event for personal time. Can I add additional days to my PPDF attendance?**

Be advised that PPDF will only cover expenses incurred during your attendance at the PPDF event and travel expenses as they relate to your travel time/day allowance. Expenses incurred during additional personal days/time will not be covered by PPDF and will be at the cost of the individual.

The addition of a personal day(s) to the attendance of a PPDF event which result in an absence from work must be requested and approved by the Division prior to making travel arrangements. **Your intentions must be clearly articulated in your PPDF application and reimbursement documentation.**

**If you have any questions regarding PPDF application process and/or guidelines, please contact the LRTA Vice-President of Professional Development & PPDF Chair at [pdlrta@shaw.ca](mailto:pdlrta@shaw.ca) or 929-5782.**