This form must be returned **within two (2) months** from the date of the workshop/conference accompanied with the appropriate documentation and receipts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |       | **School/Department (or home address if on leave):** |       |
| **Home Phone:** |       | **Employee ID:** |       |
| **Conference Name:** |       | **Conference Location:** |       |
| **Conference Dates:** | From:       | To:       | **Conference****Type** | Virtual[ ]  | In-City[ ]  | In Province[ ]  | Out-of-Province[ ]  | Sub Tchr or On Leave[ ]  |
| **Did you receive guest teacher funding?** | Yes [ ]  | No [ ]  | **Number of Guest Teacher Days Used:**  | 0.5 Day[ ]  | 1.0 Day[ ]  | 1.5 Days[ ]  | 2.0 Days[ ]  |

***Expenses:***

Note: All requests for reimbursement must be accompanied by original detailed and dated receipts. Please see page 2 for more detailed explanation of approved expenses.

**An exchange rate of 1.25 will be used on all USD expenses** (unless documentation is provided to show actual rate incurred (e.g. credit card statement etc.).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | Pre-Conference Expenses | Travel Day1(please enter date)      | Conference Day 1(please enter date)      | Conference Day 2(please enter date)      | Conference Day 3(please enter date)      | Conference Day 4(please enter date)      | Total Amount | **Office Use Only** |
| Conference Registration2 |       |  |  |  |  |  |       |  |
| Flight3(Includes baggage fees) |       |  |  |  |  |  |       |  |
| Gas ReceiptsorVehicle Rental4 |       |       |       |       |       |       |       |  |
| Ground Transportation eg Taxi/Uber4 |  |       |       |       |       |       |       |  |
| Accommodations5 |       |       |       |       |       |       |       |  |
| Meals6 |  |       |       |       |       |       |       |  |
| Other Exp:      |       |       |       |       |       |       |       |  |
| Other Exp:      |       |       |       |       |       |       |       |  |
| **Sub-Total** |       |  |
| **Minus Funds from Other Sources** | (       ) |  |
| **Total Expenses Incurred** |       |  |
| **Total Reimbursement Requested7** |       |  |

|  |
| --- |
| **This is to certify that the above professional growth subsidy (PGS) funding claims are true and reflect accurate expenses incurred by myself to attended the above workshop / conference.** |
| DATE: |   |
| SIGNATURE: |       |

**GUIDELINES FOR SUBMISSION OF PROFESSIONAL GROWTH SUBSIDY FUND EXPENSES**

**1 TRAVEL DAY**

* Out-of-Province conferences attendees may utilize one travel day. In-Province conference attendees may utilize a travel day if their conference begins before 8:30 am AND the distance to the conference greater than 150km from their residence.

**2 CONFERENCE REGISTRATION FEES**

* A conferenceregistration receipt and proof of attendance is required to accompany submission prior to reimbursement. Conference badge/pass, certificate and/or sponsor confirmation letter are all acceptable forms of proof of attendance. Processing of reimbursement will not proceed without the proper original receipt(s).

**3 FLIGHTS / AIRFARE**

* Acceptable receipts for airfare include the original return airline ticket **and** boarding pass or other original documentation listing travel dates, times, and costs. Baggage costs will be reimbursed with detailed receipts. COVID testing will NOT be reimbursed.

**4 GAS RECEIPTS, VEHICLE RENTALS & GROUND TRANSPORTATION**

* Vehicle rentals receipts need to include date(s) and the amount paid must legible.
* Original receipts for gas, taxis, Uber and shuttles need to be dated and show the amount(s) paid. Tips for ground transportation will only be included if they are itemized on the receipt.

**5 ACCOMODATION**

* Accommodation receipts must bear the name of the applicant and the date(s) of stay, including daily charges. If you are splitting expenses with another attendee, all names must be on the receipt.

**6 MEALS AND ALCOHOL**

* Reimbursement for meals is limited to meals purchased within the daily limits and accompanied by original receipts showing date and including items purchased.
	+ Virtual and In-City Conferences attendees may claim up to $40.00 per day
	+ In-Province Conference attendees may claim up to $70.00 pe day
	+ Out-of-Province Conference attendees may claim up to $100.00 per day
* Alcohol is not an approved expense under PGS funding and attendees are expected to absorb all costs associated with the purchase (including GST & tip).

**7 ELIGIBITY** (based on original receipts as stipulated under the guidelines)**:**

Virtual: $500.00 Out-of-Province: $2,000.00

In-City: $750.00 Guest Teachers: $. 800.00

In-Province: $1,200.00

|  |
| --- |
| **NOTE** Within two (2) months of completion of the approved professional development activity, workshop or conference, applicants must submit this Receipt Submission Form and itemized receipts and forward: **Via Pony to ATA Local #55 - Professional Growth Subsidy Fund or via email:** **pgs@ataloc55.ab.ca**Please contact our offices should you have any questions (403) 265-2678 |