# Professional Development Expense Claim

## INFO

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Filed</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>School</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>Postal Code</th>
<th>Position (Grade/subject)</th>
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## Workshop/Conference Information

**Workshop/Conference:**

**Location:**

**Date:**

**How does this activity enhance your teaching & learning according to the BCTF PD Lens?:**

*(Use back of form if necessary)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Details of Expense</th>
<th>TOTAL</th>
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### MEALS

- Breakfast: $8 x #_____
- Lunch: $12 x #_____
- Dinner: $18 x #_____

**TOTALS**

- Breakfast: $__________
- Lunch: $__________
- Dinner: $__________

*Attach ORIGINAL Receipts to back - No VISA Slips Accepted*

### EXPENSES

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>DETAILS</th>
<th>TOTAL</th>
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- ACCOMMODATION
- CONFERENCE FEES
- CONFERENCE FEES
- RESOURCES
- Other

**SUBTOTAL Expenses**

### Travel Information

**Date**

<table>
<thead>
<tr>
<th>Travel Details</th>
<th>From</th>
<th>To</th>
<th>Total Km</th>
<th>TOTAL</th>
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- VEHICLE
  - X $0.42
- PARKING/Misc
- FERRY

**SUBTOTAL Travel**

### TOTAL

**CERTIFIED CORRECT:**

- Claimant’s Signature:
- PD Rep Signature:
- PD Chair Signature:

<table>
<thead>
<tr>
<th>Date Signed</th>
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### For Office Use Only:

- Received:
- Specify Budget:
- Paid:
- Posted:

Revised September 2018; dh/PD_FormB-SSTAExpCl
**THE PROFESSIONAL DEVELOPMENT LENS**

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

**The Inner Ring: Key criteria**

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

- **Diverse**
  Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

- **Collaborative**
  Teacher-directed professional development is best when teachers work together to plan, to deliver and to share their professional learning.

- **Relevant**
  Does this activity help me improve the work I do in my role as a teacher? Does this activity help the teachers involved improve the work they do as a collective?

- **Responsible**
  Does this activity meet obligations to colleagues, collective agreements, and our profession?

- **Autonomous**
  Has this activity been voluntarily chosen?

- **Funded and Supported**
  Does this activity jeopardize the autonomy of my colleagues?

**The Outer Ring: Necessary factors**

The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

- **Career-long**
  Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

- **Funded and Supported**
  Teacher-directed professional development must be supported with time, information, respect, and encouragement.

  Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

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**BCTF PROFESSIONAL DEVELOPMENT**

#ThisIsMyPD