

Professional Development Committee Update

January 2016

Dear Members,

Our Local has to fulfill requirements as outlined by the NSTU. We also undergo an NSTU Audit each year for accountability. As a way of improving efficiency, we would like you to follow these steps after being approved for a conference grant or materials fund, via the PD committee.

1. Expense forms can only be submitted by one person. Meaning, if you attend a conference (share a room etc.) with other teachers, each person needs to submit their own receipts and forms to the APSEA Local Treasurer.
2. The expense form and all receipts are due to the Treasurer, ***no later than 6 weeks*** after the conference date. For instance, if you have a conference on October 31st, you have until December 15th to have everything submitted. Otherwise, funding will not be issued.
3. No receipts needed for meals. Information about the per diem can be found on the bottom of the Expense Form. There is no currency conversion provided for meals.
4. You need to provide a copy of your visa/master card statement, which shows the exchange rate on the day you incurred the expense. All other areas can be "blacked out". If you do not provide this, the Treasurer will use the Bank of Canada converter from the current day, rather than the date on the receipt.
5. Be sure the form is filled out accurately and completely. This will ensure the fastest turn around for your reimbursement.

We have discussed other options for reimbursement. For example: sending money via cheque; email transfer to the teacher etc. However the NSTU requires a picture of each cheque used for our transactions.