

Complete & save on your computer under a different name, then attach to email.



SD71 Teacher Personal Professional Development Reimbursement Form

Name: _____ Date: _____ School: _____

(Please print)

I am requesting reimbursement in the amount of \$ _____ for _____ and charged to my personal pro-d account. (Workshop, materials, tuition, books, memberships, conferences, etc)

Describe how this professional development will enhance or influence your teaching practice:

Make my cheque reimbursement by:

I will pick up at CDTA office (phone # _____)

School Inter-office mail School: _____

Please mail to my home address: _____


I.T./Computer Purchase (repaid through month end payroll – must sign below agreement box)

- * The District assumes no liability for any device purchased with personal PD funds (this includes lost or stolen devices)
- * The District will not provide any IT support in the form of software, additional hardware, maintenance, etc.
- * Furthermore, the IT department will not connect personal devices to the School District server infrastructure until a BYOD protocol is in place AND there is assurance security will not be compromised.
- * PD funds may not be used for any service plans (Zoom, Wi-Fi, licenses, iPhone/smart phone plans, warranty, etc.)

I.T. / Computer Pro-D Funds Purchase Agreement

Pro-d funds spent on any I.T. computer or device will be deemed as a taxable benefit - under Canada Revenue Agency guidelines and taxable at the appropriate rate as per the teacher's income. The taxable benefit will be included on their T4 slip. Taxes, CPP & EI will be deducted and reimbursements will be on the end of the month payroll.

I, _____, acknowledge that I have read the above guidelines and agree to a 7.25 % CPP & EI coverage deduction off my Pro-D I.T. /computer reimbursement through SD71 payroll.

 **Teacher Signature** _____

**** Please attach receipts**

Approval PD Chair _____

Once form is completed, email to teacherprod@sd71.bc.ca with receipt copies.