

Clause 9.5 and DeTro

Applications requesting funds from Clause 9.5 and/or DeTro must be submitted via Courier to Sharon Tilley, Executive Assistant, ATA Local Office

GUIDELINES:

1. Funding is limited to a combined total of \$1000.00 from either DeTro and/or Clause 9.5 in any two school year period (ie. Total funds received from previous term plus funds requested during the current term.)
2. The funds will contribute 100% towards expenses for conferences or courses, not exceeding the maximum funding in any two school-year period.
3. Approval must be received **PRIOR** to the activity. Once approval has been given, the approved funding may not be re-directed or transferred to another conference/course.
4. Applications (with all copies intact) are accepted beginning June 1 for the period September 1 to January 31 and beginning December 1 for the period February 1 to August 31.
5. Costs to be covered.

Registration fees do not include the specialist council fees.

Accommodation – reimbursement will be limited to \$90.00 per day.

Car Allowance will be paid at the rate of \$.25 per kilometer. Teachers applying to go to the same conference from the same school are expected to travel together and mileage will only be paid one time per four teachers attending.

Subsistence will be limited to \$30 per day.

Substitute costs as per the collective agreement will be reimbursed if not available from school funds (Under normal conditions, it is expected that schools will cover these costs.) These sub costs ARE included in the \$1000.00 allotted to applicants.

Procedure for Reimbursement

1. Within **TWENTY-ONE (21 DAYS)** of the activity, submit all expense receipts for Clause 9.5 and DeTro via the Courier to SHARON TILLEY, ATA LOCAL OFFICER for reimbursement. Original receipts are required.
2. School invoicing will not be accepted.
3. Funds not accessed within the prescribed time frame will be reassigned. The time limit will be reinforced.
4. Receipts must be original (no photocopies or faxes) & include the following information:
Vendor's Name
Date of Conference/Course
Total Cost
Purchaser's Name
Payment Date
5. Attach receipts to reimbursement claim form. Fill in substitute teachers name and date. Submit to Sharon Tilley, ATA Local Office.