

## TRUOLFA Professional Development Application Form

This form should be filled out online and emailed to John Patterson [jpatterson@tru.ca](mailto:jpatterson@tru.ca)

Name:																			
TRU ID																			
Today's date:																			
Mailing address:	Street Address:																		
	City:																		
	Province:																		
	Postal Code:																		
Telephone:	Home:																		
	Cell:																		
	TRUOLFA:																		
PD activity title:																			
PD dates:																			
Location of PD Activity:																			
Have you completed the six months probationary period since the allocation of your first student?																			
Your PD role (Eg: presenter, participant, student, etc.):																			
If your PD is approved, do you require an advance of 50%?	Yes <input type="radio"/> No <input type="radio"/>																		
<p><b>How many students have been enrolled in your OL courses over the past 12 months?</b></p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th style="text-align: left;"><i># students</i></th> <th style="text-align: center;"><input type="radio"/></th> <th style="text-align: right;"><i>PD Fund Eligibility (\$)</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0-10</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: right;">500</td> </tr> <tr> <td style="text-align: center;">11-15</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: right;">1,000</td> </tr> <tr> <td style="text-align: center;">16 -20</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: right;">1,500</td> </tr> <tr> <td style="text-align: center;">21-25</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: right;">2,000</td> </tr> <tr> <td style="text-align: center;">25+</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: right;">2,500</td> </tr> </tbody> </table>		<i># students</i>	<input type="radio"/>	<i>PD Fund Eligibility (\$)</i>	0-10	<input type="radio"/>	500	11-15	<input type="radio"/>	1,000	16 -20	<input type="radio"/>	1,500	21-25	<input type="radio"/>	2,000	25+	<input type="radio"/>	2,500
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25+	<input type="radio"/>	2,500																	

Please write a brief statement outlining the purpose of the PD

Please outline the benefits that you will gain from your attendance or participation.

Please outline the benefits that TRU will gain from your attendance or participation.

<b><i>Estimated Expenses</i></b>	<b><i>Itemization of Expenses</i></b>	<b><i>\$</i></b>
Registration/tuition		
Daily Meal Allowance	Full day _____ days at \$60 Breakfast _____ days at \$12 Lunch _____ days at \$18 Dinner _____ days at \$30 Incidentals _____ days at \$10	
Daily Accommodation	With relatives _____ days at \$40 Hotel Accommodation _____ nights	
Travel by:	Pavement _____ kilometers x 50c Pavement _____ fixed rate Air _____ Please note that you cannot claim for travel insurance	
Other Travel expenses:	Vehicle Rental Fuel Expense Other Transportation (parking, taxi, bus, ferry etc.)	
Total expenses		
Less funding from other sources		
Net TRUOLFA PD request		

Be sure to convert all foreign currency to Canadian dollars using the bank of Canada exchange rate

# TRUOLFA Professional Development Reimbursement Request Form

To be completed and mailed to John Patterson within one month of completion of PD activity.

Name:	
TRU ID	
Today's date:	
Mailing address:	Street Address:  City: Province: Postal Code:
Telephone:	Home: Cell: TRUOLFA:
PD activity title:	
PD dates:	

## PD Activity Report

Please write a brief statement outlining the purpose of the PD

Please outline the benefits that you gained from your attendance or participation.

Please outline the benefits that TRU gained from your attendance or participation.

<b>Actual Expenses</b>	<b>Itemization of Expenses</b>	<b>\$</b>
Registration/tuition		
Daily Meal Allowance	Full day _____ days at \$60 Breakfast _____ days at \$12 Lunch _____ days at \$18 Dinner _____ days at \$30 Incidentals _____ days at \$10	
Daily Accommodation	With relatives _____ days at \$40 Hotel Accommodation _____ nights	
Travel by:	Pavement _____ kilometers x 50c Pavement _____ fixed rate Air _____ Please note that you cannot claim for travel insurance	
Other Travel expenses:	Vehicle Rental Fuel Expense Other Transportation (parking, taxi, bus, ferry etc)	
Total expenses		
Less funding from other sources	Other Institutions _____ TRUOLFA Advance _____	
Net TRUOLFA PD request		

Be sure to convert all foreign currency to Canadian dollars using the bank of Canada exchange rate and attach all receipts.

I certify that I have not and will not claim reimbursement for these expenses from any other source and further confirm that the information provided in this application is correct.

OLFM signature	Date:
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Please print off and mail your reimbursement request (pages 4 - 7) with your **original** receipts and report to:

John Patterson  
309- 1082 W. 8<sup>th</sup> Ave.,  
Vancouver, B.C.,  
V6H 1C4

A reimbursement cheque covering approved expenses will be prepared and sent to you once your report and receipts are received. Please do not email any receipts.

If the successful applicant does not submit all receipts and PD report within the required one month, the OLFM must return any advance payment to the *TRUOLFA PD Fund*.

## NOTICES AND REMINDERS:

### Please note:

- a) The PD Committee will not consider PD applications for past activities in which you have participated.
- b) Funding requests are approved on a first-come, first-served basis and are subject to the availability of the annual budgeted funds. If overall funding is exhausted in any one year, Open Learning Faculty Members will be notified that no further applications will be approved until the fund renewal in the following TRU fiscal year.

Eligible expenses include:

- a) Travel and associated expenses related to meetings, conferences, or other similar professional activities as outlined  
in: [https://www.tru.ca/\\_\\_shared/assets/Travel\\_Expenses5597.pdf](https://www.tru.ca/__shared/assets/Travel_Expenses5597.pdf)
- b) Registration fees and other expenses for meetings of learned societies, other professional organizations, workshops, courses, seminars, and similar activities;
- c) Fees and subscriptions for journals and books related to your subject area
- d) Membership fees in learned societies and professional organizations
- e) Travel and other expenses related to research activities & undertakings, including costs and billings related to final editing of research materials.

Ineligible expenses include (but are not limited to):

- a) Required training to meet job requirements in an Open Learning Faculty Member's current position;
- b) Professional memberships and licensing dues required by current job;
- c) Activities taken for health and wellness, self-help, spiritual, general interest or recreational purposes;
- d) Ancillary student fees associated with credit courses or programs;
- e) Software
- f) All electronic devices and any associated data plans (laptops, e-readers, tablets, cell phones).
- g) Claims of \$300+ a night for accommodation without prior approval.
- h) Claims for over \$80 a day for car rental without prior approval



- i) Claims for personal long distance phone calls.
- j) Claims for incidentals like entertainment, liquor bills (including use of minibars) and side trips
- k) Claims for any car expense (gas and mileage) related to driving to an event or activity that exceeds the cost of an economy – not business, first class, etc. – flight unless prior approval is given.
- l) Claims for valet parking
- m) Claims for travel insurance, additional baggage costs or expenses related to travelling companions.
- n) Costs associated with self-published books, etc.
- o) Claims for expenses outside the timeframe of the PD approved (i.e. more than one day either side of the PD activity) without prior approval.
- p) Claims for expenses of travelling companions.