# TRUOLFA Professional Development Application Form

This form should be filled out online and emailed to the PD Director: [pd@truolfa.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? | Yes No | | | |
| Your PD role (Eg: presenter, participant, student, etc.): |  | | | |
| If your PD is approved, do you  require an advance of 50%? | Yes |  | No |  |
| How many students have been enrolled in your OL courses over | | | | |
| the past 12 months? (check the relevant category) | | | | |
| *# students PD Fund Eligibility (C$)* | | | | |
| 0-10 \_\_\_ 700 | | | | |
| 11-15 \_\_\_ 1,400 | | | | |
| 16 -20 \_\_\_ 2,100 | | | | |
| 21-25 \_\_\_ 2,800 | | | | |
| 25+ \_\_\_ 3,500 | | | | |

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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimate of Per Diem Expenses** |  |  |  |  |  |  |  |
| Per Diem |  | In Canada | International |  |  | EX Rate | Total Estimate C$ |
| Full Day | # days | C$ | US$ | Total C$ | Total US$ |  |  |
|  |  | 60.00 | 70.00 | 0 | 0 |  | 0 |
| Breakfast | # days | C$ | US$ |  |  |  |  |
|  |  | 12.00 | 15.00 | 0 | 0 |  | 0 |
| Lunch | # days | C$ | US$ |  |  |  |  |
|  |  | 18.00 | 20.00 | 0 | 0 |  | 0 |
| Dinner | # days | C$ | US$ |  |  |  |  |
|  |  | 30.00 | 35.00 | 0 | 0 |  | 0 |
| Incidentals | #days | C$ | US$ |  |  |  |  |
|  |  | 10.00 | 10.00 | 0 | 0 |  | 0 |

Total Per Diem Expense: $C\_\_\_\_\_\_\_

(Record on the following page)

Daily Meal Allowance

\*In Canada travel:

Full day per diem C$60.00 Breakfast per diem C$12.00 Lunch per diem C$18.00 Dinner per diem C$30.00 Incidentals per diem C$10.00

\*Outside Canada Travel Full day per diem US$70.00

Breakfast per diem US$15.00 Lunch per diem US$20.00 Dinner Per Diem US$35.00 Incidentals US$10/day

\*\*Receipts for meals are not required if per diem is used.

**Convert all foreign currency to Canadian dollars using the bank of Canada exchange rate.**

**Write the Exchange rate in the EX Rate column.**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Estimated***  ***Expenses*** | ***Itemization of Other Expenses*** |  | ***$*** |
| Registration and Tuition Fees | **(If registration/tuition, etc. are in foreign currency, indicate below the foreign rate here and then provide the exchange rate into C$.)**  **Fees** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EX Change Rate**\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |
| Total Per Diem  Daily Accommodation  (**See note below for**  **additional information)** | Summary of Per Diem  With relatives days at $40 Hotel Accommodation nights | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Travel by: | Pavement kilometers x $C.50 Pavement fixed rate  Air  Please note that you cannot claim for travel insurance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other Travel expenses: | Vehicle Rental Fuel Car Rental  Other Transportation (parking, taxi, bus, ferry etc.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Total expenses |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Less funding from other  sources | **(Identify the source below)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Net TRUOLFA PD  request |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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# 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Per Diem Meal Expenses** |  |  |  |  |  |  |  |
| Per Diem |  | In Canada | International |  |  | EX Rate | Total Claim C$ |
| Full Day | # days | C$ | US$ | Total C$ | Total US$ |  |  |
|  |  | 60.00 | 70.00 | 0 | 0 |  | 0 |
| Breakfast | # days | C$ | US$ |  |  |  |  |
|  |  | 12.00 | 15.00 | 0 | 0 |  | 0 |
| Lunch | # days | C$ | US$ |  |  |  |  |
|  |  | 18.00 | 20.00 | 0 | 0 |  | 0 |
| Dinner | # days | C$ | US$ |  |  |  |  |
|  |  | 30.00 | 35.00 | 0 | 0 |  | 0 |
| Incidentals | #days | C$ | US$ |  |  |  |  |
|  |  | 10.00 | 10.00 | 0 | 0 |  | 0 |

Total Per Diem Expense: $C\_\_\_\_\_\_\_

(Record on the following page)

Daily Meal Allowance

\*In Canada travel:

Full day per diem C$60.00 Breakfast per diem C$12.00 Lunch per diem C$18.00 Dinner per diem C$30.00 Incidentals per diem C$10.00

\*Outside Canada Travel Full day per diem US$70.00

Breakfast per diem US$15.00 Lunch per diem US$20.00 Dinner Per Diem US$35.00 Incidentals US$10/day

\*\*Receipts for meals are not required if per diem is used.

**Convert all foreign currency to Canadian dollars using the bank of Canada exchange rate.**

**Write the Exchange rate in the EX Rate column.**

|  |  |  |
| --- | --- | --- |
| ***Actual Expenses*** | ***Itemization of Expenses*** | ***C$*** |
| Registration/tuition Fees | **(If registration/tuition, etc. are in foreign currency, indicate below the foreign rate here and then provide the exchange rate into C$.)**  **Fees** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EX Change Rate**\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | ccc  \_\_\_\_\_\_\_ |
| Total Per Diem  Daily Accommodation | Summary of Per Diem  With relatives days at $40 Hotel Accommodation nights | \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Travel by: | Pavement kilometers x C$.50  Pavement fixed rate  Air  Please note that you cannot claim for travel insurance | \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Travel expenses: | Vehicle Fuel  Car Rental  Other Transportation (parking, taxi, bus, ferry etc) | \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total expenses |  |  |
| Less funding from other sources | Other Institutions TRUOLFA Advance |  |
| Net TRUOLFA PD  request |  |  |

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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: |

Please print off and mail your reimbursement request (pages 4 - 7) with your **original**

receipts and report to:

John Patterson 309- 1082 W. 8th 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:**

1. The PD Committee will not consider PD applications for past activities in which you have participated.
2. 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:

1. Travel and associated expenses related to meetings, conferences, or other similar professional activities as outlined

in: [https://www.tru.ca/](http://www.tru.ca/) shared/assets/Travel\_Expenses5597.pdf

1. Registration fees and other expenses for meetings of learned societies, other professional organizations, workshops, courses, seminars, and similar activities;
2. Fees and subscriptions for journals and books related to your subject area
3. Membership fees in learned societies and professional organizations
4. 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):

* 1. Required training to meet job requirements in an Open Learning Faculty Member’s current position;
  2. Professional memberships and licensing dues required by current job;
  3. Activities taken for health and wellness, self-help, spiritual, general interest or recreational purposes;
  4. Ancillary student fees associated with credit courses or programs;
  5. Software
  6. All electronic devices and any associated data plans (laptops, e-readers, tablets, cell phones).
  7. Claims of $300+ a night for accommodation without prior approval.
  8. Claims for over $80 a day for car rental without prior approval
  9. Claims for personal long distance phone calls.
  10. Claims for incidentals like entertainment, liquor bills (including use of minibars) and side trips
  11. 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.
  12. Claims for valet parking
  13. Claims for travel insurance, additional baggage costs or expenses related to travelling companions.
  14. Costs associated with self-published books, etc.
  15. 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.
  16. Claims for expenses of travelling companions.