

APPLICATION FOR PROFESSIONAL DEVELOPMENT CONFERENCE REIMBURSEMENT SVFT MEMBERS ONLY

This form must be submitted two weeks PRIOR to the conference date

Collective Bargaining Unit:SVFT/17

GOAL: To enable SVFT members to grow professionally

Name:

Date of Application:

Home Address:

Employee ID#:

City
 State

Are you willing to provide PD in your content area at the school or district level?
 Yes
 No

School:

Teaching Area:

Title of Conference:

Start Date:
 End Date:
 Conference State/Virtual:

Description: (A copy of conference description that includes dates and cost/no cost must be attached to this request.)

Briefly explain how this activity will be applied in your work assignment: (attach additional pages if necessary)

(Teacher's Signature)

Conference Registration: \$

Proof of cost is required for all conferences including no cost conferences.

Will a substitute teacher be required?
 Yes
 No

Substitutue Coverage: # of days
 @ Cost per day \$155.00
 Total Substitute Cost \$

Date:

Date:

Principal's Signature of Approval

PD Chairperson's Signature

Registration Fees and Substitute Coverage Costs are the only reimbursable expenses. Each SVFT member is allotted \$550 per year. This amount includes the cost of substitutes when required. Substitute costs will be subtracted prior to applying funds toward registration. The allotment is from a shared pool of money set by contract; the pool is subject to depletion. Verification of attendance and receipts for costs paid are required for all reimbursement requests. A No Cost Travel Authorization (TA) form and an out-of- state travel checklist is required only for out-of-state travel and must be attached to the CTS-43 Form.

After this form has been signed by the teacher, principal and the PD Chairperson, the original request application is sent via email to CTS43SVFT@cttech.org. Do not send this form by mail. A received notification will be sent from Tonya Stoute PD Supervisor in Central Office and reviewed by PD Conference sub-committee for final recommendation to SDE. This is not an approval and you must wait for email approval from CTECS Central Office. Travel PD also requires additional forms as explained above.

Date:

Date:

PD Committee Approval

System Approval (Superintendent)

Date:

Amount Approved by DFAS: \$

(Central Office Fiscal Services Approval)

(Registration Only)

After the conference, all documentation must be submitted via email to Lillian Rivera-Hicks at tuition.reimbursements@cttech.org

- 1. Proof of conference registration payment in full (canceled check with your name , credit card receipt acceptable)
- 2. Proof of attendance/conference completion

Lillian Rivera-Hicks, CTECS Central Office

Submitted to OSC on / / By