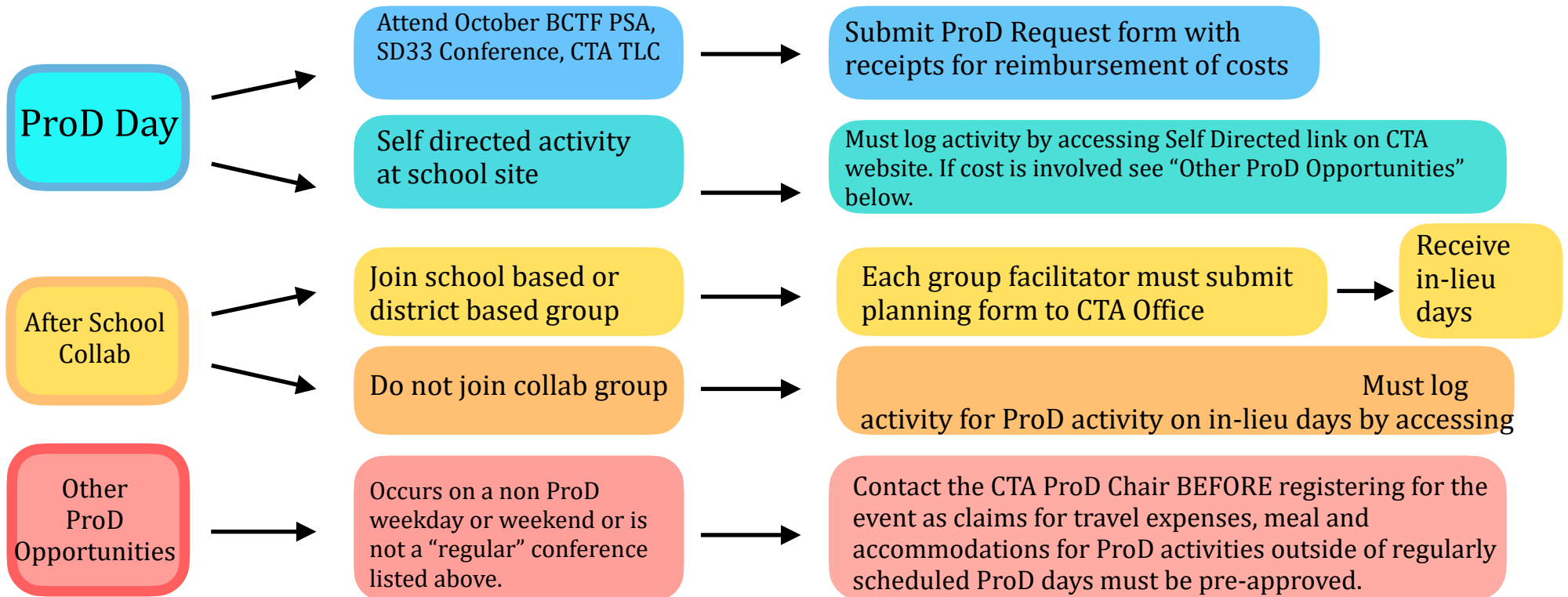




Professional Development Guidelines



- Items acceptable for reimbursement are as follows:
- a) Transportation expenses to and from an out of district ProD activity
 - b) Meals (on the day of the ProD activity, plus transportation days) at BCTF current rates
 - c) Parking (on the day(s) of the ProD activity)
 - d) Accommodation expenses: hotel or private home at BCTF current rates
 - e) Registration fees for workshops, conferences, seminars, non-credit university coursework and on-line non-credit courses
 - f) Provincial Specialist Association (PSA) Fees
 - g) Pre-approved daycare costs for Saturday, Sunday and beyond regular working hours during the week at BCTF rates
 - h) Pre-approved animal boarding and care costs for Saturday, Sunday and beyond regular working hours during the week at BCTF rates.
 - i) Costs associated with taking Educational leave for Professional Development purposes (including TTOC costs, where applicable).