



## **NSTU/AVRSB PROFESSIONAL DEVELOPMENT FUND**

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### **Frequently Asked Questions**

#### **What is included in pro-ration?**

The pro-ration is the calculation of the amount you will be reimbursed for the portion of the total remaining from your claim. The pro-ration percentage is communicated by the Director of Programs and Service in late May and pro-rated reimbursement amounts are paid out in July.

For example, Conference Grant claims will receive initial reimbursement of 50% of the claimed amount (up to \$1000) and the remaining 50% will be subject to pro-ration to a maximum of \$1000. Professional Development Grants will receive initial reimbursement to a max. of \$1000 and the remainder is pro-rated to a max. of \$4000 for a total max of \$5000. Pro-ration is calculated at the May Meeting and is based on the total amounts owing divided by the amount remaining in the Fund for that fiscal year.

#### **How do I submit a receipt when I paid online with a credit card?**

Receipts, stating the expensed item, the amount, and stating the name of the payer are required. If the online receipt does not state this information, then you may need to contact the organization to receive an official receipt.

#### **What information is required from the university for PD (University or College Course) claims?**

You must submit official documentation from the University/College that includes the end date of the course (for deadline purposes), proof of successful completion of the course and an official receipt for the cost of tuition. This may be in the form of a letter from the institution, transcripts and/or receipt. Documentation must include the course name/number in order to be accepted.

#### **Can I claim Friday night instead of Thursday night for October Conference (NSTU Professional Associations Provincial Conference Day)?**

Thursday night accommodations can be claimed for October Conferences. Friday night claims will only be considered if:

- you attend conference events on the Friday evening and it is not reasonable to travel to your home;
- excessive travel is required on the Friday and it is not reasonable to travel to your home;
- you attend conference events on the Saturday.

#### **What can Long-Term Substitutes apply for through the NSTU/AVRSB PD Fund?**

Long-Term Substitutes (as per Article 32.03 of the TPA) may apply for October Conference Grants only, provided they have Long-Term Substitute status on October Provincial Conference Day.

#### **How do I claim metrage on non-teaching days (holidays and weekends)? On regular teaching days?**

On non-teaching days you may claim the distance you travel to and from the PD event. On regular teaching days, you should calculate the metrage from your home to the event minus the distance you would normally travel to school. You may claim only the additional metrage.

#### **Where do I claim baggage on my conference form?**

If the airline you are traveling does not have any baggage allowances included, you may claim that as part of your airfare. If you are taking baggage in excess of the allowable amount, you are responsible for the additional costs.

<b>My course ends April 26. The claim is sent in July, the next PD Fund Committee meeting is not until the end of August (more than 3 months). What happens?</b>
During the summer months, claims and applications that are faxed to the AVRSB Regional Office are dated when received (automatically by the fax machine) and entered as the date received on the application/claim form. When claims and applications are mailed to the AVRSB Regional Office, the date of receipt is noted on the mail by the person at the Reception Desk. When the applications/claims are processed for the August meeting, the date received (as identified on the mail) is entered on the form(s).
<b>Does the application form require my administrator's signature? Why?</b>
This is to indicate that your administrator is aware of Professional Development Opportunities you are pursuing. If they have concerns that may relate to staffing, they should direct them to the Director of Programs and Services with the AVRSB.
<b>Can I claim courses on my income tax?</b>
The NSTU/AVRSB PD Fund Committee is unable to provide information or advice regarding income tax law, policy or procedure. Please contact an income tax professional or Canada Revenue Agency with any questions you may have about your personal tax return.
<b>What is the process for getting confirmation of reimbursement for income tax?</b>
Teachers will now have two different ways to track reimbursement. Each time a course is claimed and approved, the teacher will receive an approval sheet showing an up-to-date, running total outlining the amount that has been reimbursed to date as well as the amount to the pro-rated at the end of the fiscal year. Teachers can also track reimbursement on their pay stubs.
<b>How do we claim lodging if we share a room?</b>
Either the costs can be split (receipt must show the names of each claimant) or the individual paying for the room may claim the cost of the room (up to the maximum claimable amount)
<b>Can I claim metrage and meals for EL (Educational Leave)?</b>
No. EL grants are only to cover the cost of substitute replacement. If you are attending a conference (including Teacher Initiated Inservices) please complete a CG application.
<b>Are phone calls/Internet costs covered as a part of lodging expenses?</b>
No. These costs are not part of the claimable expenses.
<b>Can I claim child-care when I attend a conference?</b>
No. These costs are not part of the claimable expenses.
<b>Can I claim pet-care when I attend a conference?</b>
No. These costs are not part of the claimable expenses.
<b>What if my claim exceeds my application?</b>
You are only eligible to claim the amount for which you have applied and received pre-approval. If you are unsure of what costs will be, please consider this in your estimates when submitting your application. However, please remember the maximums placed on reimbursement amounts.

For specific application and claim procedures, please consult the NSTU/AVRSB Professional Development Fund **IMPORTANT INFORMATION AND DEADLINES** document (available in your schools and online at [www.avrsb.ca](http://www.avrsb.ca)) for details and clarification. Please ensure that you complete all components of the application and claim process and provide clarification if necessary when submitting claims.