

2023-24 Form 100
Regina Catholic Schools
Professional Development Request and Expense Claim


Name: _____ School /Location: _____

Conference/Workshop/Tuition Assistance: _____

Location of Event: _____

Date(s): _____ Start Time: _____ End Time: _____

Schedule of Expenses
**** All figures must be in Canadian \$\$ ****
 Follow guidelines and process on reverse side of form.

<u>(Please use rates on reverse)</u> *	Estimated Expense	Actual Expense	Paid through Accounts Payable (Cheque/EFT)	Paid by Purchasing Card	Owing To Me
Registration/Tuition (exclude membership fees)	_____	_____	_____	_____	_____
Accommodation*	_____	_____	_____	_____	_____
Meals*	_____	_____	_____	<i>P-Card is not to be used to pay for meals</i>	_____
Travel*	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Sub Total A	=====	=====	=====	=====	=====
Teacher Substitute (___ Days @ \$337.94)	_____	_____	 Total of these items should equal Sub Total A for "Actual Expenses" ** Attach all Purchasing Card receipts to P/C Statement **		
Acting Admin Allow (___ Days @ \$138.24)	_____	_____			
Support Substitute (___ Hours @ \$23.50/hr)	_____	_____			
Sub Total B	=====	=====			
Grand Total A + B	=====	=====			

Relevance of Conference/Tuition Request to School Division Priorities and/or Your Assignment:

Applicant Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____
 (i.e. Principal, Supervisor, Superintendent)

Preliminary Approval of Estimated Expenditures: Funding Approved Not Approved
 Maximum Funding Approved: _____ Signature: _____ Date: _____

Approval For Payment and Charge To Budget:
 Teacher PD Fund SBA PD Fund Cons/Coord PD Fund School Division Fund
 Other (Please Specify) _____ - _____ - _____ Support Staff PD _____ - _____ - _____
 (Budget Code) (Budget Code)
 Signature: _____ Date: _____

Purpose: To allow Regina Catholic School employees to attend conferences, workshops, courses, etc., for Professional Development (PD) purposes.

Process:

1. Email Form 100 (refer to table at bottom), to get approval to attend professional development activity at least two (2) weeks prior to PD event.
2. Attend event.
3. Submit original Form 100, including original receipt(s) to appropriate fund manager within two (weeks) after PD event to claim expenses.

Please refer to the following guidelines when completing Form 100:

1. **Estimated Expenditure:** Please supply additional information as required with your Form 100.

REGISTRATION:

The registration fee approved will be that fee charged a member. Membership Fees are not paid by the PD funds. The part of the conference brochure noting registration fees and schedule **must** be included.

ACCOMMODATION:

Rates will be paid in full, including taxes. For RCSTA K-12 Teachers PAF the maximum allowable daily room rate is \$140 including taxes and applicable fees. If sharing a room, indicate the person with whom you shared with, and only indicate your portion of the room cost. Each teacher/support staff should submit a copy of the invoice. Individuals staying with relatives/friends can claim an accommodation gratuity of \$25/night stay.

MEALS:

Meals not provided by the conference will be paid at the following rates: \$12.00, \$16.00, and \$26.00 for RCSTA K-12 Teacher approved out of city conferences. **Do not use your purchasing card to pay for meals while on conference/workshop.**

In-City Conferences - RCSTA K-12 Teacher PDF will provide paid lunch up to a maximum of \$16.00.

All other teacher and support staff PD funds **do not** pay for in city conference lunches.

TRAVEL:

For All Employee Groups

CURRENT MILEAGE RATE as of July 1, 2023: \$0.5227 /km

Travel expenses are based upon return mileage (e.g. Saskatoon, 520 km; Moose Jaw 140 km).

- a. Teachers – PD Fund (rate set by the RCSTA. Does not include SBA or CEC staff PD Funds)
- b. Instructional Staff – Other than Teachers’ PD Fund
- c. Support Staff

2. **Substitute:**

Indicate number of days/hrs a substitute will be required. In submitting your Form 100 to claim reimbursement, check with the applicable person at your school to verify that the substitute for which you applied was used.

3. **Relevance of Conference/Tuition Request to School Division Priorities and/or Your Assignment:**

This section **must** be completed to show how the conference relates to school division priorities and/or your assignment. Applications **will not** be processed without this section completed and signed by the applicant.

4. **IMMEDIATE SUPERVISOR APPROVAL:**

The Principal, Supervisor or Superintendent must sign Form 100's.

TEACHERS	SUPPORT
For the initial PD request, the Form 100 should be emailed to rcsta@sasktel.net	For the initial PD request, the Form 100 should be emailed to HR@rcsd.ca or FAXED to 306-791-7277
For the expense claim, the Form 100 should be sent to:	For the expense claim, the Form 100 should be sent to:
Professional Development Fund RCSTA Office, #201 – 2161 Scarth Street Regina, SK S4P 2H8 306-525-0562	Human Resource Services Department 2160 Cameron St. Regina, SK S4T 2V6 306-791-7208