

# TRUOLFA Professional Development Application Form

This form should be filled out online and emailed to the PD Director: [pd@truolfa.ca](mailto:pd@truolfa.ca)

OLFM Name:																					
TRU ID:																					
Today's Date:																					
Mailing Address:		Street Address:  City: Province: Postal Code:																			
Telephone:		Home: Cell: VOIP:																			
PD Activity Title: (Include website of event if applicable)																					
PD Activity Dates:																					
Location of PD Activity:																					
Have you completed the six months probationary period since the allocation of your first student?		<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Your PD Role: (Eg: presenter, participant, student, etc.)																					
If your PD is approved, do you require an advance of 50%?"		<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Please list your OL courses:  <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div>		How many students have been enrolled in your OL courses over the past 12 months? (check the relevant category) <table border="0"> <thead> <tr> <th># students</th> <th></th> <th>PD Fund Eligibility (CAD\$)</th> </tr> </thead> <tbody> <tr> <td>0 - 10</td> <td><input type="checkbox"/></td> <td>1000</td> </tr> <tr> <td>11 - 15</td> <td><input type="checkbox"/></td> <td>1500</td> </tr> <tr> <td>16 - 20</td> <td><input type="checkbox"/></td> <td>2000</td> </tr> <tr> <td>21 - 25</td> <td><input type="checkbox"/></td> <td>2500</td> </tr> <tr> <td>25+</td> <td><input type="checkbox"/></td> <td>3000</td> </tr> </tbody> </table>		# students		PD Fund Eligibility (CAD\$)	0 - 10	<input type="checkbox"/>	1000	11 - 15	<input type="checkbox"/>	1500	16 - 20	<input type="checkbox"/>	2000	21 - 25	<input type="checkbox"/>	2500	25+	<input type="checkbox"/>	3000
# students		PD Fund Eligibility (CAD\$)																			
0 - 10	<input type="checkbox"/>	1000																			
11 - 15	<input type="checkbox"/>	1500																			
16 - 20	<input type="checkbox"/>	2000																			
21 - 25	<input type="checkbox"/>	2500																			
25+	<input type="checkbox"/>	3000																			

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-Open Learning will gain from your attendance or participation.

<b><i>Estimated Expenses</i></b>	<b><i>Itemization of Expenses</i></b>	
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 CAD\$) Fees _____ Exchange Rate _____	_____
Total Per Diem	Use the tables below to calculate	_____
Daily Accomodation  (See note below for additional information)	With Relatives _____ days at \$40  Hotel Accomodation _____ nights	_____ _____
Travel By:	Pavement _____ kilometers x \$0.50 CAD  Pavement _____ fixed rate  Air _____  Please note that you cannot claim for travel insurance	_____ _____ _____
Other Travel Expenses:	Vehicle Rental  Vehicle Rental Fuel  Other Transportation (parking, taxi, bus, ferry, etc.)	_____ _____ _____
Total Expenses		
Less funding from other sources	Other Institutions _____	_____
Net TRUOLFA PD Request		

**Estimated Per Diem  
Meal Expenses**

Per Diem		In Canada	International	Total CAD\$	Total USD\$	EX Rate	Total Claim CAD\$
Full Day	— days	CAD \$	USD \$				
		60.00	70.00				
Breakfast	— days	CAD \$	USD \$				
		12.00	15.00				
Lunch	— days	CAD \$	USD \$				
		18.00	20.00				
Dinner	— days	CAD \$	USD \$				
		30.00	35.00				
Incidentals	— days	CAD \$	USD \$				
		10.00	10.00				

Total Per Diem Expense: CAD \$ \_\_\_\_\_  
(Record on the previous page)

**Daily Meal Allowance**

\*In Canada travel:  
Full day per diem CAD\$60.00  
Breakfast per diem CAD\$12.00  
Lunch per diem CAD\$18.00  
Dinner per diem CAD\$30.00  
Incidentals per diem CAD\$10.00

\*Outside Canada Travel  
Full day per diem USD\$70.00  
Breakfast per diem USD\$15.00  
Lunch per diem USD\$20.00  
Dinner per diem USD\$35.00  
Incidentals per diem USD\$10.00

\*\*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**

# NOTICES AND REMINDERS

## **Please Note:**

- a) The PD Committee will not consider PD applications for past activities in which you have participated.
- b) 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:**

- a) Travel and associated expenses related to meetings, conferences, or other similar professional activities as outlined in:  
[https://www.tru.ca/shared/assets/Travel\\_Expenses5597.pdf](https://www.tru.ca/shared/assets/Travel_Expenses5597.pdf)
- b) Registration fees and other expenses for meetings of learned societies, other professional organizations, workshops, courses, seminars, and similar activities
- c) Fees and subscriptions for journals related to your subject area
- d) Membership fees in learned societies and professional organizations
- e) 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):**

- a) Required training to meet job requirements in an Open Learning Faculty Member's current position
- b) Ancillary student fees associated with credit courses or programs
- c) Software
- d) All electronic devices and any associated data plans (laptops, e-readers, tablets, cell phones)
- e) Claims of \$300+ a night for accommodation without prior approval
- f) Claims for over \$80 a day for car rental without prior approval
- g) Claims for personal long distance phone calls
- h) Claims for incidentals like entertainment, liquor bills (including use of minibars) and side trips
- i) 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
- j) Claims for valet parking
- k) Claims for travel insurance, additional baggage costs or expenses related to travelling companions
- l) Costs associated with self-published books, etc.
- m) 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
- n) Claims for expenses of travelling companions

## TRUOLFA Professional Development Reimbursement Request Form

To be completed and mailed to John Patterson within one month of completion of PD activity.

OLFM Name:	
TRU ID:	
Today's Date:	
Mailing Address:	Street Address:  City: Province: Postal Code:
Telephone:	Home: Cell: VOIP:
PD Activity Title: (Include website of event if applicable)	
PD Dates:	

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-Open Learning gained from your attendance or participation.



<b><i>Actual Expenses</i></b>	<b><i>Itemization of Expenses</i></b>	<b><i>CAD\$</i></b>
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 CAD\$) Fees _____ Exchange Rate _____	_____
Total Per Diem	Use the table below to calculate	_____
Daily Accomodation  (See note below for additional information)	With Relatives _____ days at \$40  Hotel Accomodation _____ nights	_____ _____
Travel By:	Pavement _____ kilometers x \$0.50 CAD  Pavement _____ fixed rate  Air _____  Please note that you cannot claim for travel insurance	_____ _____ _____
Other Travel Expenses:	Vehicle Rental  Vehicle Rental Fuel  Other Transportation (parking, taxi, bus, ferry, etc.)	_____ _____ _____
Total Expenses		
Less funding from other sources	Other Institutions _____  TRUOLFA Advance _____	_____ _____
Net TRUOLFA PD Request		

**Actual Per Diem  
Meal Expenses**

Per Diem		In Canada	International	Total CAD\$	Total USD\$	EX Rate	Total Claim CAD\$
Full Day	— days	CAD \$	USD \$				
		60.00	70.00				
Breakfast	— days	CAD \$	USD \$				
		12.00	15.00				
Lunch	— days	CAD \$	USD \$				
		18.00	20.00				
Dinner	— days	CAD \$	USD \$				
		30.00	35.00				
Incidentals	— days	CAD \$	USD \$				
		10.00	10.00				

Total Per Diem Expense: **CAD \$** \_\_\_\_\_  
(Record on the previous page)

**Daily Meal Allowance**

\*In Canada travel:  
Full day per diem CAD\$60.00  
Breakfast per diem CAD\$12.00  
Lunch per diem CAD\$18.00  
Dinner per diem CAD\$30.00  
Incidentals per diem CAD\$10.00

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Full day per diem USD\$70.00  
Breakfast per diem USD\$15.00  
Lunch per diem USD\$20.00  
Dinner per diem USD\$35.00  
Incidentals per diem USD\$10.00

\*\*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**

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
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Please print off and mail your reimbursement request (pages 7-11)  
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 set 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 reports with the required one month, the OLFM must return any advance payment to the *TRUOLFA PD Fund*.