

To book a substitute teacher to attend the Beginning Teacher's Conference, you must:

- Log on to ATRIEVE
- Click on "My Info."
- Click on "Time & Attendance"
- Click on "Enter Absence"
- Enter the Absence Reason as "Professional Development"
- Enter the date as September 23, 2022
- When you get to the screen that asks : "From which budget is your sub being paid?", click on the drop down list and choose "Beginning Teacher's Conference".
- Name of PD: Beginning Teacher's Conference
- City or Town: Edmonton

Optional: If you wish to also, take a half-day for travel on the p.m. of September 22nd, you may apply to have your substitute teacher paid by the P.D. Committee fund, but you will first have to apply by following the same instructions above:

- Log on to ATRIEVE
- Click on "My Info."
- Click on "Time & Attendance"
- Click on "Enter Absence"
- Enter the Absence Reason as "Professional Development"
- Enter the date as **September 22, 2022**
- When you get to the screen that asks : "From which budget is your sub being paid?", click on the drop-down list and choose "**P.D. Fund Committee**".
- Name of PD: Beginning Teacher's Conference **travel day**
- City or Town: Edmonton

Grande Prairie & District Catholic Teachers' Local #42

Expense Policy Beginner Teachers' Conference

1. **Travel Allowance**

A flat rate of \$225 for a Grande Prairie delegate (See below for one of the rural schools) will be paid to teachers who incur travel expenses. Receipts are required (i.e. gas receipts, bus, plane receipts and/or taxi receipts)

Fairview - \$275.64

Beaverlodge – \$245.07

Sexsmith - \$228.83

Spirit River - \$255.83

2. Accommodation

- The maximum amount reimbursed for a hotel, including taxes, will be \$220 per night whether sharing or staying alone. Delegates who are sharing are not allowed to claim for a cumulative total of more than \$220/night. For example, if the per night cost came out to \$245, if person 1 claims \$220 person 2 CAN NOT claim for the additional \$25. The maximum reimbursed per night per hotel room is \$220. Delegates are to request ATA rates for all accommodations. RECEIPTS ARE REQUIRED. Only official hotel receipts are accepted. Other internet site receipts will not be recognized. (Ex. Expedia, Hotel.com etc...)
- This amount will not include the following: room service, movies, valet parking unless it is the only option for parking, long distance phone charges, etc...
- If a teacher uses private accommodation (friend, family) they are entitled to a reimbursement of \$40 per night. (In order to claim this amount a receipt of some kind must be provided, for example a gift or restaurant receipt.)

3. Meals

A flat rate of \$75 will be paid to every teacher who attends. This is to cover the 3 dinners that are not supplied by the ATA.

4. Parking

The local will reimburse delegates for parking during the conference up to a maximum of \$75. (RECEIPTS REQUIRED)

Note:

- Local will pay CEC for cost of sub for 1 day. Teachers pay for ½ day substitute out of their PD fund. (For Fairview and Spirit River delegates the local will pay up to 1 ½ day sub days provided the teacher feels they need to take the full day on Thursday to get to Edmonton (2 total sub days). If the teacher only takes a total of 1 ½ days then the local will only cover 1 full day.)
- Eligibility: First or second year teachers who did not attend last years' Beginning Teachers' Conference.

September 2018: Due to the PD day Friday afternoon and no sub required for that time the ATA local will cover all sub costs for teachers for this conference.