

Claiming your Pro-D Expenses: A Checklist for Teachers

Revised September 2025

On-Island Pro-D / School Visitation / Off-Island Pro-D:

Step	Things to do...
1	Complete Pro-D Form 1: Pre-Activity two weeks before planned Pro-D activity.
2	Support your application with any itinerary or brochures/information about the function/visit. If you are visiting another school, you will need to list the school you are visiting, plus the sponsoring teacher's name and number.
3	Submit a tentative budget. Talk with your school's Pro-D Rep to determine how much money is in your personal account. Remember that you are responsible for covering the TTOC costs from your budget. These are fixed costs and are as follows: <div style="display: flex; justify-content: space-around;"> <div style="text-align: left;"> <p>ELEMENTARY</p> <p>Morning (0.6) = \$270</p> <p>Afternoon (0.4) = \$180</p> </div> <div style="text-align: left;"> <p>Full Day = \$450</p> <p>SECONDARY</p> <p>Morning (0.5) = \$225</p> <p>Afternoon (0.5) = \$225</p> </div> </div>
4	In addition to your own signature, the school's Pro-D Rep needs to sign off for the approval of activity.
5	Submit the SD50 Leave of Absence form with the Pro-D Form 1, if needed. (Two weeks prior to the function/visit)
6	Complete Pro-D Form 2: Post-Activity/Purchase Claim within 60 days of activity. Submit this form with receipts to your school's Pro-D Representative. They will sign the form and submit it along with your receipts to the Pro-D Chair. A cheque will then be given to the Pro-D Rep to give to the claimant. TTOC costs, if applicable, are billed directly to the Pro-D Committee, and will be deducted from the claimant's personal account.

Pro-D Materials/ Purchases:

Step	Things to do...
1	Consult your school Pro-D Rep and check the Pro-D guidelines before you purchase anything to ensure that it meets the criteria AND you have enough funds in your account. Fill out Pro-D Form 1.
2	Make purchase, save all receipts! A valid receipt must have the current date, your name plus a listing of what you purchased with the price, plus taxes.
3	Complete and submit Pro-D Form 2 form together with all valid receipts to your school's Pro-D Representative. He/she will sign the form and give it to the Pro-D Chair for final approval. A cheque will be sent to your Pro-D Rep, and then, onto you.