



BULLETIN

March 2024

Dear ATU Members,

The Pro-D Committee would like to update you on some important adjustments that are being made to the ATU Pro-D reimbursement forms.

Why is this necessary?

The size of claims being submitted, and the range of different things members are claiming reimbursement for has increased significantly over the past several years, and the current form is designed primarily for claiming conference expenses. We need to provide members with more detailed and relevant forms, so the committee has the information they need to make efficient and well-informed decisions.

What is changing?

The current form is being divided into five new forms to help us all deal with this. You will simply have to choose the claim form that aligns with the type of Pro-D you have done.

- **Conference or workshop expenses**
- **Post-Secondary course work**
- **Lessons or classes other than post-secondary courses**
- **Books, software, subscriptions, memberships**
- **Pre-approved self-directed travel and activities**

What is not changing?

The process is not changing. The steps are still exactly the same:

1. Get self-directed travel and activity plans pre-approved (allow two months for this)
2. Complete pro-d activities (see note below)
3. Gather receipts and documentation and ensure they are in your name.
4. Complete the most suitable form (please ask if you are not sure, we are happy to help)
5. Have your school Pro-D rep look over the forms and supporting documentation, and make sure you both sign the claim form before sending the hard copy application package to the ATU office.

NOTE: As indicated in our Pro-D policy, expenses can only be claimed after activities have been completed. For ongoing memberships and subscriptions, expenses may be claimed in monthly, quarterly, or annual instalments.

When is this happening?

New claim forms will be available through the ATU website by the end of March. School Pro-D rep training is being proposed for early April. Members are encouraged to try the new forms for any claims being submitted after April 1st. Old forms will not be accepted for any claims received after June 15th.

Who to ask?

If you have questions about these changes, please contact:

Liane Loeppky, ATU Pro-D Chair - atuprod@abbotsfordteachers.ca

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Thank you,
ATU Professional Development Committee