

# 2018-2019 WQSB/WQTA TEACHER PIC APPLICATION FORM

(See reverse side for guidelines to complete this form.)

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

CONTRACT STATUS (**important**): \_\_\_\_\_

NAME, DATE, & LOCATION OF ACTIVITY: \_\_\_\_\_

<b>ANTICIPATED EXPENSES</b>		<b>in CDN funds</b>
<b>1. Registration</b>		\$ _____
<b>2. Accommodation</b>		
a) Hotel	\$ _____ /night x ____ nights =	\$ _____
b) Hostess fee	\$ _____ /night x ____ nights =	\$ _____
<b>3. Transportation</b>		
a) Public (Bus/Train/Plane)		\$ _____
b) Car		\$ _____
c) Namur Supplement (West only) \$90		\$ _____
d) Pontiac Supplement (West only) \$65		\$ _____
e) Destinations in excess of 700 km		\$ _____
from _____ to _____		
total km (roundtrip) ____ km x .47 =		\$ _____
<b>4. Parking</b>	\$ _____ /day x ____ days =	\$ _____
<b>5. Taxi(s)</b>		\$ _____
<b>6. Meals</b>		
Breakfast(s) x ____	=	\$ _____
Lunch(es) x ____	=	\$ _____
Dinner(s) x ____	=	\$ _____
<b>7. Substitution</b>		
\$234.27 x ____ days	=	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

Please send this application with prospectus of workshop/conference by fax to WQTA at 819-777-0016 in order to be processed and approved/denied.

## **COMPLETING YOUR PIC APPLICATION 2018-2019**

- A. Print** your NAME and the NAME OF THE SCHOOL on your application.
- B. Contract Status:** Full time – Your contract is tacitly renewed each year./Part time – your contract terminates in June of each year OR upon the return of the person you are replacing./Teacher by the Lesson (hourly paid) – Your contract remunerates only for lessons taught or hours worked.
- C. Print** the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.  
A prospectus describing the workshop or conference must be included.

### **D. ANTICIPATED EXPENSES**

Do not underestimate your expenses. You will only be eligible for reimbursement of expenses, which have been approved, in your application.

- 1. Registration:** Fill in the dollar amount of the registration or service fee. You will need to submit the **receipt** with your expense claim.
- 2. Accommodation:** The maximum amount that can be claimed for hotel accommodation is \$200/night. You will need to submit the **receipt** with your expense claim. The maximum amount that can be claimed for hostess fee is \$50/night. You will need to include the **name and address of your hostess** with your expense claim.
- 3. Transportation:** The amount that can be claimed for travel from Gatineau to Montreal is \$150; from Gatineau to Quebec City is \$250; and from Gatineau to Toronto is \$250. Please note that if you are travelling by bus, plane, or train: you will need to submit the **ticket receipt** with your expense claim. PIC applications for destinations in excess of 700 km, will be considered on an individual basis.

Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Poltimore (West only) are entitled to an additional travel supplement of \$65. (No receipts)

Teachers living in the area of Namur are entitled to an additional \$90 when travelling to Gatineau/Ottawa or points West thereof. (No receipts)

- 4. Parking:** The maximum amount allowable is \$20/day. You will need to submit the **receipt** with your expense claim.
- 5. Taxi(s):** The maximum amount allowable per trip is \$25. The maximum allowable per workshop is \$50. You will need to submit the **receipt** with your expense claim.
- 6. Meals:** The maximum allowable amounts are: Breakfast \$15; Lunch \$15; and Dinner \$35. You will need to submit **receipts** with your claim.
- 7. Substitution:** The cost of teacher substitution is \$234.27 per day.
- 8.** Your principal must endorse and date the application.

**FINALLY,** fax (819-777-0016) **or** mail with original receipts to the WQTA office at suite 4, 50 Noël, Gatineau, Qc. J8Z 2M4.