



REQUEST FOR PD FUNDS - PUBLICATIONS 2025-2026

Request to: [] Hold Funds (resubmit form for reimbursement) [] Request Reimbursement

Please Check Funding Period:

[] Fall Funding Period (Sep-Jan 31) [] Winter Funding Period (Feb 1-Apr 30) [] Spring Funding Period (May 1-Jun 30)

PD Publication (from NVTA Pro D Policy): Trial basis for 2025-2026 school year. If an individual allotment is being used to purchase a professional development publication for self-directed PD, a description of how the resource will be used as PD must be provided. Please include what the resource is with a link, and how it will be used in your professional practice. Student materials or student subscriptions are ineligible for reimbursement. No top-up will be provided for professional development publications. The PD Steering Committee will review all applications to approve or deny requests. All applicants must apply within the PD budget year (September – June 30). All applicants are encouraged to apply in advance of their activity/workshop. Email request to pdfforms@nvta.ca or send in the milkrun

Member Name: _____ Employee Number: _____

School: _____ Email: _____

Department/Grade/Assignment: _____

Publication Title: _____

Total Publication Expense Requested: \$ _____

*NOTE: PD Publication reimbursement is part of total PD allotment to a maximum of \$600/member

OFFICE USE ONLY: L# _____ Amount Reimbursed: _____ Previous Reimbursement: _____ Maximum Reimbursement: _____

If approved, cheque will be sent in the milkrun to your school: _____ OR (list if different from above)

[] Mail to (special circumstances only): _____

BEFORE YOU SUBMIT. PLEASE CHECK BOXES:

Email forms to pdfforms@nvta.ca or send by milkrun

Did you attach: Please check []

- [] Receipt for publication expense
[] completed 2nd page of application

Did you: Please check []

- [] Select Funding Period
[] Sign and date form

Date: _____ Member Signature: _____

THIS SECTION TO BE FILLED BY PRO D CHAIR ONLY

Cheque Number: _____ Cheque Amount: _____ Date of Issue: _____ PDC Approval: _____

