



REQUEST FOR PD FUNDS - PUBLICATIONS 2026-2027

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

Please Check Funding Period:

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

PD Publication (from NVTA Pro D Policy): 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 (July 1 – June 30). Email request to pdforms@nvta.ca

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:	Previous Reimbursement _____	L #: _____
	Max: _____	Amount: _____

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 pdforms@nvta.ca

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: _____

<u>THIS SECTION TO BE FILLED BY PRO D CHAIR ONLY</u>			
Cheque Number: _____	Cheque Amount: _____	Date of Issue: _____	PDC Approval: _____

