# 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:

**THIS SECTION TO BE FILLED BY PRO D CHAIR ONLY**

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

## *REQUEST FOR PD PUBLICATIONS FUNDS/Page 2*

***Please complete the following:***

1. Please outline how you will engage in self-directed professional development using this publication:

2. Please describe how you intend to apply this professional development in your professional practice:





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