

2019-2020 WQSB/WQTA TEACHER PIC APPLICATION FORM

(See page 2 for guidelines to complete this form.)

NAME: _____

SCHOOL: _____

CONTRACT STATUS (**important**) / Example: 100%, 80%, hourly contract: _____

NAME, DATE, & LOCATION OF ACTIVITY (**important**): _____

Be sure to attach the PROSPECTUS

| ANTICIPATED EXPENSES | | in CDN funds |
|---|---|--------------|
| 1. Registration | | \$ _____ |
| 2. Accommodation | | |
| a) Hotel | \$ _____ /night x _____ nights | \$ _____ |
| b) Hostess fee | \$ _____ /night x _____ nights | \$ _____ |
| 3. Transportation | | |
| 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 (one way) | | \$ _____ |
| from _____ to _____ | | |
| total km (roundtrip) _____ km x .47 | | \$ _____ |
| 4. Parking | \$ _____ /day x _____ days | \$ _____ |
| 5. Taxi(s) | | \$ _____ |
| 6. Meals | | |
| Breakfast(s) x _____ | | \$ _____ |
| Lunch(es) x _____ | | \$ _____ |
| Dinner(s) x _____ | | \$ _____ |
| 7. Substitution Cost: | Day 1 _____ / Day 2 _____ / Day 3 _____ | \$ _____ |
| <u>Workload Minutes:</u> | 60 min or less 61 to 150 min 151 to 210 min Over 210 min | |
| <u>Cost:</u> | \$49.65 \$124.10 \$173.75 \$248.22 | |
| (see explanation on page 2) | | |
| TOTAL | | \$ _____ |

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 2019-2020

- A. **Print** your NAME and the NAME OF THE SCHOOL on your application.
- B. **Contract Status:** Full time – It is important to provide the percentage of your contract. 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 related to your **workload minutes only**. Calculate all the minutes that day **MINUS** the assigned and personal presence minutes. Applications **during the summer months** should be put at the MAXIMUM supply rate.

The total per day should be indicated as per the table below:

| | | | | |
|--------------------------|----------------|---------------|----------------|--------------|
| Workload Minutes: | 60 min or less | 61 to 150 min | 151 to 210 min | Over 210 min |
| Cost: | \$49.65 | \$124.10 | \$173.75 | \$248.22 |

8. Your principal must endorse and date the application.

FINALLY, mail the PIC expense claim form with original receipts to:

WQTA office at 183 Freeman, suite 2, Gatineau, Qc. J8Z 2A7.