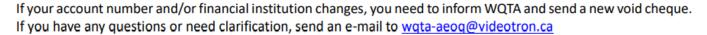
## PROFESSIONAL IMPROVEMENT FUNDS REIMBURSEMENT/DIRECT DEPOSIT

PIC reimbursements can be done by direct deposit. If you wish to have PIC expenses reimbursement directly deposited into your account, please follow these step by step instructions.

## When you fill out a PIC expense form to claim PIC expenses:

- a) sign the direct deposit request box on the PIC expense form;
- attach a VOID CHEQUE to the PIC expense form or fill in the blanks on the expense claim form;
- and mail to WQTA office at 183 Freeman, #102, Gatineau, Qc. J8Z 2A7;
  Be sure to affix sufficient postage and attach all receipts.

<sup>\*\*</sup>Note: You need to send a void cheque only once. You do not need to send a void cheque every time you claim PIC expenses.



## To apply to PIC:

- fill out a PIC application form which can be found online at the WQTA website or perhaps in your staffroom;
- 2. include announcement or prospectus of workshop/conference;
- 3. you and your principal must sign the form;
- 4. fax all documents to WQTA office (819) 777-0016;
- 5. WQTA will send you by e-mail notification of approval of your PIC funds. The PIC committee holds meetings each quarter to review the PIC applications.



