


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

**\*\*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.



The image shows a '2018-2019 WQTA/MTA Teacher PIC Expense Form'. It includes fields for Name, School, and a table for recording expenses. The table has columns for 'Expenses' and 'in QTR Funds'. The expenses listed include: 1. Registration, 2. Accommodation, 3. Transportation, 4. Parking, 5. Meals, 6. Laundry, 7. Substitution Cost, and 8. Miscellaneous. There are also fields for 'Total' and 'Date'.

If your account number and/or financial institution changes, you need to inform WQTA and send a new void cheque. If you have any questions or need clarification, send an e-mail to [wqta-aeoq@videotron.ca](mailto:wqta-aeoq@videotron.ca)

### To apply to PIC:

1. 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.



The image shows a '2018-2019 WQTA/MTA Teacher PIC Application Form'. It includes fields for Name, School, and a table for recording expenses. The table has columns for 'Expenses' and 'in QTR Funds'. The expenses listed include: 1. Registration, 2. Accommodation, 3. Transportation, 4. Parking, 5. Meals, 6. Laundry, 7. Substitution Cost, and 8. Miscellaneous. There are also fields for 'Total' and 'Date'. At the bottom, there are signature lines for the Principal and Teacher, and a note: 'Please send this application with appropriate proof of expenses to the WQTA at 183 Freeman St. in order to be processed and approved.'.