



WQTA INFO FLASH

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102-183 Freeman, Gatineau, Quebec J8Z 2A2 – Tel.: (819) 7771475 fax: (819) 777-0016

PROFESSIONAL IMPROVEMENT COMMITTEE

The purpose of PIC is to lighten the financial burden for those seeking professional development to better their abilities as teachers. This parity committee stems from our Provincial Entente and consists of six members, three representing the WQSB and three representing the WQTA.

The MELS allocates \$240 per full-time teacher equivalent to the PIC fund. Unfortunately, this small amount does not cover the registration fee to most conferences. This is why we pool all the money into a centralized fund for the Greater Gatineau Area (Region 7) which is managed by the parity committee. Our three northern schools, Golden Valley, Noranda, and G.Théberge (Region 8) each manage their own allocations.

The PIC year, which begins July 1st, is divided into 4 quarters plus an allotment for QPAT Convention in order to ensure that funds are available throughout. The committee considers applications on a first apply, first serve basis. The maximum possible reimbursement for a single teacher is much higher despite the tiny \$240 allocation. This means that it's only possible to spend \$1000+ on an activity because you are in fact using parts of other teachers' allocation. This is why any PIC activity must be directly related to your teaching assignment.

- * When applying for a conference, workshop or a course, please print the form (2 pages) from the WQTA website if they are not available in your staff room, read ALL the instructions, complete, and fax or email the application in to the WQTA office along with a **prospectus**. Don't forget to factor in the cost of supply (based on your workload minutes) and have your principal sign your application.
- * If your application is approved by the PIC, you will be notified with a confirmation via fax or email.

2021-2022 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)				\$ _____										
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Breakfast(s)	x _____			\$ _____										
Lunch(es)	x _____			\$ _____										
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7. Substitution Cost: Day 1 _____ / Day 2 _____ / Day 3 _____				\$ _____										
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(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 2021-2022

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 \$250/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 ~~Kapabazou~~, and Politmore (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 \$25/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 \$20; Lunch \$20; 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:	\$53.00	\$131.00	\$183.00	\$260.00

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 102, Gatineau, Qc. J8Z 2A7.

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- * Within 30 days after the activity, complete a claim form (on the WQTA website) and mail it, along with original receipts, to the WQTA office with sufficient postage. Be sure to follow the instructions on the reverse side of the expense claim form. The WQTA then reviews the claim and sends it to the board for payment. Please remember that a hotel reservation receipt must show a balance of \$0. If you have direct deposit (you have sent the WQTA a void cheque), the monies will be deposited into your account. Otherwise, you will receive a cheque by mail so ensure your address is up to date.
- * Should you decide to not attend an activity, for which approval has been granted, please notify the WQTA so the funds may be released to someone else.
- * Currently, there is a possibility of reimbursement of up to \$850 for credit courses. These courses must relate directly to your current teaching workload and a prospectus must accompany your application. Please note that reimbursement can only be made once the WQTA receives confirmation of your successful completion of the course. An official transcript is required.
- * If a workshop is sponsored by the WQSB or by the MEQ, then the PIC will not cover any expenses as these have been taken into consideration by the sponsor.

2021-2022 WQSB/WQTA TEACHER PIC EXPENSE FORM	Completing Your PIC Expense Claim																																																				
<p>Name: _____ School: _____</p> <p>Name, date and location of activity (important): _____</p> <p>*DIRECT DEPOSIT REQUEST* _____, request direct deposit, as per my bi-weekly salary instalments, of this expense reimbursement.</p> <p>** Valid e-mail for notification: _____</p> <p style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p style="text-align: center;">BANK BRANCH ACCOUNT</p> <p>*** Home address: _____</p> <p style="text-align: center;">_____ (signature) _____ (date)</p>	<p style="text-align: center;">Completing Your PIC Expense Claim</p> <p>A. Print your NAME and the NAME OF THE SCHOOL on your claim.</p> <p>B. Print the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.</p> <p>C. Print BANK INFORMATION in boxes, E-MAIL ADDRESS and HOME ADDRESS.</p> <p>D. EXPENSES Please keep in mind, you are only eligible for reimbursement of expenses that have been <u>previously approved</u> and for which you provide <u>original receipts</u> as indicated.</p> <ol style="list-style-type: none"> 1. Registration: Fill in the dollar amount of the registration or service fee. Receipt required. 2. Accommodation: The maximum amount that can be claimed for hotel accommodation is \$250/night. Receipt required. The maximum amount that can be claimed for hostess fee is \$50/night. The name and address of your hostess must be attached to your 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. For travel by bus, plane, or train the ticket receipt must be attached to your claim. Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Peltimore (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 \$25/day. Receipt(s) required. 5. Taxi(s): The maximum amount allowable per trip is \$25. The maximum allowable per workshop is \$50. Receipt(s) required. 6. Meals: The maximum allowable amounts are: Breakfast \$20; Lunch \$20; and Dinner \$40.00. Receipt(s) required. 7. Substitution: The cost of teacher substitution is related to your workload minutes only. Indicate cost approved by PIC as indicated on your PIC notification. If there are changes please advise. The total per day should be indicated as per the table below: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: left;">Workload Minutes:</td> <td>60 mins or less</td> <td>61 to 150 mins</td> <td>151 to 210 mins</td> <td>Over 210 mins</td> </tr> <tr> <td style="text-align: left;">Cost:</td> <td>\$53.00</td> <td>\$131.00</td> <td>\$183.00</td> <td>\$260.00</td> </tr> </table> <p>Your Expense Claim with all necessary receipts attached should be mailed to: Western Quebec Teachers Association 183 Freeman, Unit 102 Gatineau, QC J8Z 2A7 <i>(Ensure sufficient postage amounts on the envelope)</i></p>	Workload Minutes:	60 mins or less	61 to 150 mins	151 to 210 mins	Over 210 mins	Cost:	\$53.00	\$131.00	\$183.00	\$260.00																																										
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