

# 2023- 2024 WQSB/WQTA TEACHER PIC APPLICATION FORM (Workshops and Conferences)

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

Name: \_\_\_\_\_

Sschool: \_\_\_\_\_

CONTRACT STATUS (**important**) / Example: 100%, 80%, Teacher by the lesson \_\_\_\_\_

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

**Be sure to attach the PROSPECTUS** Please send this application with prospectus of workshop/conference by email: [wqta-aeoq@videotron.ca](mailto:wqta-aeoq@videotron.ca) or fax to WQTA at 819-777-0016 or mailed: WQTA-AEQ, 183 Freeman, Unit 102, Gaitneau, Quebec J8Z 2A7 in order to be processed and approved/denied.

ANTICIPATED EXPENSES		in CDN funds										
<b>1. Registration</b>		\$ _____										
<b>2. Accommodation</b>												
a) Hotel	\$ _____ /night x _____ nights (maximum \$325/night)	\$ _____										
b) Hostess fee	\$ _____ /night x _____ nights (maximum \$50/night)	\$ _____										
<b>3. Transportation</b>												
a) Public (Bus/Train/Plane) (see Page 2 for explanation)		\$ _____										
b) Car (see Page 2 for explanation)		\$ _____										
	<b><u>For Teachers residing in following areas:</u></b>											
c) Namur Supplement (West only) additional \$100		\$ _____										
d) Chapeau Maniwaki Supplement additional \$100		\$ _____										
e) Campbell's Bay, Shawville, Kazabazua Poltimore (West only) additional \$75		\$ _____										
f) Destinations in excess of 700 km (one way) , to be determined by committee		\$ _____										
<b>4. Parking</b>	\$ _____ /day x _____ days (Maximum \$50 per day)	\$ _____										
<b>5. Taxi(s)</b>	(see Page 2 for explanation)	\$ _____										
<b>6. Meals (Alcoholic beverages are not covered under the PIC Policy)</b>												
Breakfast(s) x _____	(see Page 2 for explanation)	\$ _____										
Lunch(es) x _____	(see Page 2 for explanation)	\$ _____										
Supper(s) x _____	(see Page 2 for explanation)	\$ _____										
<b>7. Substitution Cost:</b>	Day 1 _____ / Day 2 _____ / Day 3 _____	\$ _____										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Workload Minutes:</td> <td style="padding: 2px;">60 min or less</td> <td style="padding: 2px;">61 to 150 min</td> <td style="padding: 2px;">151 to 210 min</td> <td style="padding: 2px;">Over 210 min</td> </tr> <tr> <td style="padding: 2px;"><b>Cost:</b></td> <td style="padding: 2px;">\$53.00</td> <td style="padding: 2px;">\$132.00</td> <td style="padding: 2px;">\$184.00</td> <td style="padding: 2px;">\$263.00</td> </tr> </table>			Workload Minutes:	60 min or less	61 to 150 min	151 to 210 min	Over 210 min	<b>Cost:</b>	\$53.00	\$132.00	\$184.00	\$263.00
Workload Minutes:	60 min or less	61 to 150 min	151 to 210 min	Over 210 min								
<b>Cost:</b>	\$53.00	\$132.00	\$184.00	\$263.00								
(see explanation on page 2) - <b>Substitution Costs are paid first</b>												
<b>TOTAL</b>		\$ _____										
<b>Maximum</b>		<b>\$2000</b>										

Principal's Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

**COMPLETING YOUR PIC APPLICATION 2023-2024**

- 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 or replacement– your contract terminates in June of each year OR upon the return of the person you are replacing./Teacher by the Lesson – Your contract remunerates only for lessons taught.
- C. Print** the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.  
A prospectus describing the workshop or conference must be included.  
Be sure to use the correct application form, there are four different forms.  
\*PIC application form for Workshops and Conferences      \*PIC application for Credit Courses  
\*PIC application for Non-Credit Courses                      \*PIC application for QPAT Convention

**D. ANTICIPATED EXPENSES**

Do not underestimate your expenses. You will only be eligible for reimbursement of expenses, which have been approved, in your application. Reminder to include taxes and exchange rates if applicable.

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 \$325/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 \$200; from Gatineau to Quebec City is \$300; and from Gatineau to Toronto is \$300. PIC applications for destinations in excess of 700 km, will be considered on an individual basis. Please note that if you are travelling by bus, plane, or train: you will need to submit the **ticket receipt** with your expense claim.
  - Teachers living in the areas of Campbell’s Bay, Shawville, Kazabazua, and Poltimore (West only) are entitled to an additional travel supplement of \$75. (No receipts)
  - Teachers living in the area of Namur entitled to an additional travel supplement of \$100 (No receipts)
  - Teachers living in the area of Chapeau, Maniwaki entitled to an additional travel supplement of \$100 (No receipts)
4. **Parking:** The maximum amount allowable is \$50/day. You will need to submit the **receipt** with your expense claim.
5. **Taxi(s):** The maximum amount allowable per trip is \$50. The maximum allowable per workshop is \$100. You will need to submit the **receipt** with your expense claim.
6. **Meals:** The maximum allowable amounts are: Breakfast \$20; Lunch \$25; and Dinner \$35. You will need to submit **receipts** with your claim. There is a per diem of \$80, original receipts required please **no pictures no scans only original receipts**.
7. **Substitution:** The cost of teacher substitution is related to your **workload minutes only**. Calculate all the minutes that day MINUS other professional duties.

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

<u>Workload Minutes:</u>	60 min or less	61 to 150 min	151 to 210 min	Over 210 min
<u>Cost:</u>	\$53.00	\$132.00	\$184.00	\$263.00

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. Please ensure to include sufficient postage. We recommend to not use inter office mail.