

2026- 2027 PIC APPLICATION - WORKSHOP/CONFERENCE

See next page for guidelines to complete this form

Name: _____ School: _____

Current teaching position: _____

Contract Status (Ex.: 100%, 80%, Teacher by the lesson, end date): _____

Event's name: _____ Date: _____ Location: _____

Principal's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

ANTICIPATED EXPENSES

Reimbursement won't exceed the approved funding amount

in CDN funds

1. Substitution Cost

1st Day: # minutes _____ ÷ 60 X \$58.69 = \$ _____

2nd Day: # minutes _____ ÷ 60 X \$58.69 = \$ _____

3rd Day: # minutes _____ ÷ 60 X \$58.69 = \$ _____

\$ _____

Minutes: This includes teaching, supervision, remediation

2. Registration

\$ _____

3. Accommodation

• Commercial \$ _____/night (max \$350) X _____ nights = \$ _____

• Private \$50/night X _____ nights = \$ _____

\$ _____

4. Transportation

• Public (Bus/Train/Plane)

\$ _____

• Car

\$ _____

For Teachers using their personal car and residing in following areas:

○ Namur (going West only), add \$100

○ Chapeau, Maniwaki, add \$100

○ Campbell's Bay, Shawville, Kazabazua, Poltimore, add \$75

\$ _____

5. Parking \$50/day X _____ days

\$ _____

6. Taxi(s) max \$50/trip, \$100/event

\$ _____

7. Meals

Breakfast(s) \$20/breakfast X _____ breakfasts = \$ _____

Lunch(es) \$25/lunch X _____ lunches = \$ _____

Supper(s) \$35/dinner X _____ dinners = \$ _____

\$ _____

TOTAL \$ _____

2026-2027 Annual Maximum \$1,500

Please send for approval **with workshop/conference's prospectus** to wqta-aeoq@videotron.ca or by fax at 819-777-0016 or mail to WQTA-AEOQ, 183 Freeman, Suite 102, Gatineau, Quebec, J8Z 2A7.

COMPLETING YOUR PIC WORKSHOP/CONFERENCE APPLICATION

- **PRINT** your name, the name of your school and your current teaching position.
- **Contract Status:** Full time – Part time – Replacement – Teacher by the Lesson – Hourly Paid.
It is required to provide the percentage of your contract.
- **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 - Workshop/Conference
 - PIC application - Credit Course
 - PIC application - QPAT Convention
 - PIC application - Non-Credit Course
- Your principal **must endorse** and date the application.
- **ANTICIPATED EXPENSES**

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

 1. **Substitution:** The cost of teacher substitution is related to your workload minutes. The hourly rate is the average between the rates paid to a qualified teacher vs. a non-qualified teacher.

Workload Minutes: This includes teaching, supervision, and remediation
 2. **Registration:** Actual cost to register to the event as an early bird if applicable are eligible. Membership fees are excluded. You will need to submit the receipt with your expense claim.
 3. **Accommodation:** The night preceding the first day of the event will be considered for refund. Accommodation expenses will normally not be paid for the final day of the event. The maximum amount that can be claimed for hotel accommodation is \$350/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.
 4. **Transportation:** Public transportation will be reimbursed at the economy rate. Use of personal car will be reimbursed at a flat rate for the following destinations: to Montreal area and return: \$250; to Toronto area or to Quebec City area and return: \$350; and to Niagara Falls area and return: \$400. Teachers living in the areas of Campbell's Bay, Shawville, Kazabazua, and Poltimore shall be entitled to a travel supplement of \$75, added to the flat rate. Teachers living in the areas of Chapeau and Maniwaki shall be entitled to a travel supplement of \$100, added to the flat rate. Teachers living in the areas of Namur shall be entitled to a travel supplement of \$100, added to the flat rate, when travelling to Toronto and Niagara Falls areas. To other locations and return: the cost of economy public transportation or \$0.59/km for a maximum equivalent to the economy public transportation costs. If you are travelling by public transportation: you will need to submit the ticket receipt with your expense claim. Teachers using their personal car shall provide a gas receipt from the destination area. The gas receipt shall be for an amount covering the distance between the applicant's home and the destination. Same applies for electric car where a proof of recharge payment from the destination shall be presented.
 5. **Parking:** The maximum amount allowable is \$50/day. You will need to submit the receipt with your expense claim.
 6. **Taxi:** The maximum amount allowable per trip is \$50. The maximum allowable per event is \$100. You will need to submit the receipt with your expense claim.
 7. **Meals:** Teachers are reimbursed a fixed amount per meal upon presentation of a receipt. Meals included in the registration fee or with the hotel booking are not reimbursed. The amounts are: Breakfast \$20; Lunch \$25; and Dinner \$35. You will need to submit receipts with your claim.
- Finally, please send for approval with workshop/conference's prospectus to wqta-aeoq@videotron.ca or by fax at 819-777-0016 or mail to WQTA-AEOQ, 183 Freeman, Suite 102, Gatineau, Quebec, J8Z 2A7.