

# OTTAWA CARLETON ETFO/FEEO

1150 Morrison Drive, Suite 100, Ottawa, Ontario, K2H 8S9 Tel: 613 596-3932 Fax: 613 829-0869

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## **In order to be approved for funding you must be an Elementary Teacher and a member of Ottawa Carleton ETFO/FEEO**

***Obtain an Expense Claim Form from the Ottawa Carleton ETFO/FEEO website  
Effective July 1, 2024***

### General Rules

1. Financial assistance will be to a maximum of five hundred dollars **(\$500.00 Canadian funds), in any two-year period.**
2. Payment will be authorized upon submission of the expense form with original receipts, which must be sent to the Ottawa Carleton ETFO/FEEO office **within the application school year.**
3. Scan, email [margo.charles@ocdsb.ca](mailto:margo.charles@ocdsb.ca) or mail (via Board mail) the completed application form to Ottawa Carleton ETFO/FEEO Office. (Attn: Margo Charles).
4. **Approved funds are not transferable from one applicant to another.**
5. If funds are received from alternate sources, a teacher may apply for the remaining allowable expenses to a maximum of **\$500.00.**

### ETFO/AQ or AQ & PQP Expense Claim: (Conditions apply only if funds are available)

1. **To receive payment, mail or email [margo.charles@ocdsb.ca](mailto:margo.charles@ocdsb.ca) your ETFO/AQ or AQ Expense Claim Form with ORIGINAL RECEIPTS to the Ottawa Carleton ETFO/FEEO office within the application school year.**
2. If a course is cancelled, please inform Ottawa Carleton ETFO/FEEO at (613) 596-3932 immediately so that funds may be reassigned, and the applicant's record can be cleared to allow for future requests for funds.

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### CONFERENCE/WORKSHOP Expense Claim: (Conditions apply only if funds are available)

1. Applications for **professionally related** conferences or workshops from July 1 to June 30 will be considered.  
**Ottawa Carleton ETFO/FEEO will not provide funding for activities that are sponsored by the OCDSB.**
2. **No Professional Learning Funding will be granted for conferences on the same day as the Ottawa Carleton ETFO/FEEO Annual P.D. Day (date to be announced).**
3. Funding for conferences/workshops will be applied to:
  - a) registration fee
  - b) allowable expenses which must be supported by receipts. Allowable expenses include only accommodation, transportation (generally outside the National Capital region), dependent care (as per ETFO guidelines), written materials necessary for participating in the workshop, and parking. Meals are excluded.
  - c) combination of a) and b) above, to a maximum of **\$500.00**
  - d) **OC ETFO/FEEO cannot provide release time to attend conferences/workshops or courses. Refer to your Collective Agreement Article L19.07 for Professional Activities Leave Language. Please Note : Personal Days cannot be used to attend conferences/workshops or courses.**
4. If the registration fee has been prepaid please provide proof of attendance.
5. Applicants who do not attend the conference, please inform Ottawa Carleton ETFO/FEEO at (613) 596-3932 immediately so that funds may be reassigned, and the applicant's record can be cleared to allow for future requests for funds.
6. For exceptional circumstances, please contact the President.

**All Applications for SUMMER Conferences must be received no later than June 30<sup>th</sup>.**

(revised July 2023)