Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

CPD Funding Programme - Teacher Sabbatical
April 2009 to March 2010

The following pages provide guidance on making a claim and report writing.

Releasing the funding

When you have completed your activity you need to:

1. write your report
2. ask your mentor to sign your report
3. give a copy to your headteacher to place in your CPD portfolio
4. complete and sign the Financial Claim Form
5. attach a completed Supply Claim Form
6. attach all invoices/receipts (if appropriate)
7. check postage and send to GTCW.

Your claim must be submitted within 1 month of completing the activity.
Please refer to your original 'Award Letter' for your deadline.
The Council will not be able to reimburse funding for any claims received after this date. Any adjustment to the agreed costs on the Award Letter requires the agreement of the CPD Team and should be requested in writing before expenditure is incurred.

The Council requires evidence of all expenditure that has been incurred as follows:

Supply costs	Complete the supply teacher claim form and ensure it is signed by the head teacher. The name, Teacher Reference Number or contact address of all supply teachers used must be included on the form. Supply is paid at a flat-rate of £165 per day.
Fees	An original receipt or invoice is required for all courses, seminars and consultant, mentor or trainer fees. The Council will not accept invoices made out to the Council, all invoices should be made out to the participating teacher or school.
Books/Materials /Resources/Software	Receipts are required for all books, materials, resources or software purchased. The Council will only reimburse agreed costs.
Travel	Attach tickets or receipts for travel by public transport. Where travel is by private car please note the mileage. Further information is provided on Page 10 of the Information Booklet. The Council will only pay agreed costs.
Accommodation Costs	An original receipt or invoice is required for all accommodation costs. The Council will reimburse costs up to £65 a night.
Subsistence Costs	Original receipts are required for all subsistence costs. The Council will reimburse actual costs up to £10 per day for teachers who are away from their normal place of work for over twelve hours. For overnight stays the Council will reimburse actual subsistence costs up to the value of £15 per 24 hour period.
Other Costs	Additional Childcare – receipts are required from a registered nursery or childminder. Photocopying – receipt required.

Further information is provided on Pages 10 and 11 of the Information Booklet.

On receipt of your claim form we will check it against original allocated amounts and post cheques to the relevant persons. The Council will only make payments against the categories included on the Award letter.

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Overleaf is an example you may find useful.