Teacher Initiated Funds (TIF)

2026-27

Representing the Teachers of the Ontario - Montclair School District since 1940

Teacher-Initiated Professional Growth Fund

The Teacher-Initiated Professional Growth Fund (TIF) provides funding for certificated bargaining unit members for the purpose of professional growth.

Who Can Apply?

All OMSD certificated bargaining unit members are eligible to apply for funding through the Teacher-Initiated Professional Growth Committee. Unit members on temporary status are to note this on their applications.

What Can Be Funded

The fund assists certificated bargaining unit members to pay certain upfront costs and/or to reimburse out-of-pocket expenses that are clearly associated with professional growth activities. Examples are, but are not limited to, conferences, workshops, and other activities that promote professional growth. TIF does not pay for credentials or units to use for a salary increase. **TIF FUNDING MAY NOT BE USED FOR MEMBERSHIP FEES.**

The following expenses are covered through TIF funds:

- Registration fees (NO MEMBERSHIP FEES)
- Substitute Cost- $269.28/day
- Mileage reimbursement- 0.725¢/mi for travel
- Meals - Maximum daily allowance for meals is $74. Meal reimbursement is not permitted if the traveler did not have an overnight stay hotel accommodation provided by the District. Daily allowance for meals will be prorated for the first and last day of travel.

  Original itemized receipt of meal(s) is required. Gratuity, not to exceed 15% of the total bill, may be reimbursed and part of daily allowance of $74. Alcoholic beverages are not reimbursable. Groceries purchased in lieu of a meal will not be reimbursed. When the cost of a meal is both included and separately identified in the conference fee or airfare, then the total daily meal allowance is reduced for the amount identified.

  First day of travel - trip begins before 7:00 A.M., then breakfast, lunch, and dinner may be claimed. No more than a total of $74 may be claimed for the entire day.

  First day of travel - trip begins before 11:00 A.M., then lunch and dinner may be claimed. No more than a total of $57 may be claimed for the entire day.

  First day of travel - trip begins before 5:00 P.M., then dinner may be claimed. No more than a total of $39 may be claimed for the entire day.

  Last day of travel - trip ends at or after 9:00 A.M., then breakfast may be claimed. No more than a total of $17 may be claimed for the entire day.

  Last day of travel - trip ends at or after 2:00 P.M., then breakfast and lunch may be claimed. No more than a total of $35 may be claimed for the entire day.

  Last day of travel - trip ends at or after 7:00 P.M., then breakfast, lunch, and dinner may be claimed. No more than a total of $74 may be claimed for the entire day.

The TIF fund is designed to work in conjunction with other funding sources to serve as many certificated employees as possible. Use of other applicable funding sources (Categorical, GATE, Special Education, site funds, CTA grants and scholarships, etc.) where appropriate is encouraged.

Application Timelines

Applicants have two options for funding the activity: a Purchase Order, where the district pays registration fees in advance, or reimbursement after attending the event. TIF does not process credit card payments. Expenses including, but not limited to, lodging, airfare, rental cars, mileage, meals, and parking must be arranged and paid for by the applicant and may be reimbursed after the event. The TIF Committee does not arrange or pay for these expenses upfront. The committee meets monthly to review requests for the following month, and applicants will be notified of their application status after the meeting. Out-of-state conferences require Superintendent approval and may take longer to process, so please plan accordingly.

Purchase Order Timeline

If you intend to have registration costs paid through the Purchase Order process, you should submit the required paperwork at least 3 months in advance of the event.

Submitting Your Application

Submit your completed application and other requested forms to the District Office, Attn: Christiane Ayoub, Learning & Teaching West Regional Director, through regular mail or district mail. ***DEADLINE TO SUBMIT YOUR APPLICATION: THE FRIDAY BEFORE THE MEETING DATE***

After Attending a Conference

In order to receive reimbursement for expenses not paid in advance, you must submit a district form, Certification of Expenses, along with an itemized receipt showing it has been paid.

Reimbursement Timeline

Unit members who will pay the costs upfront can be reimbursed for their approved expenses following attendance of the conference. You must submit your request for reimbursement within *5 days after the conference*. The amount of the reimbursement will be based on the Request to Attend Conference form and district policy.

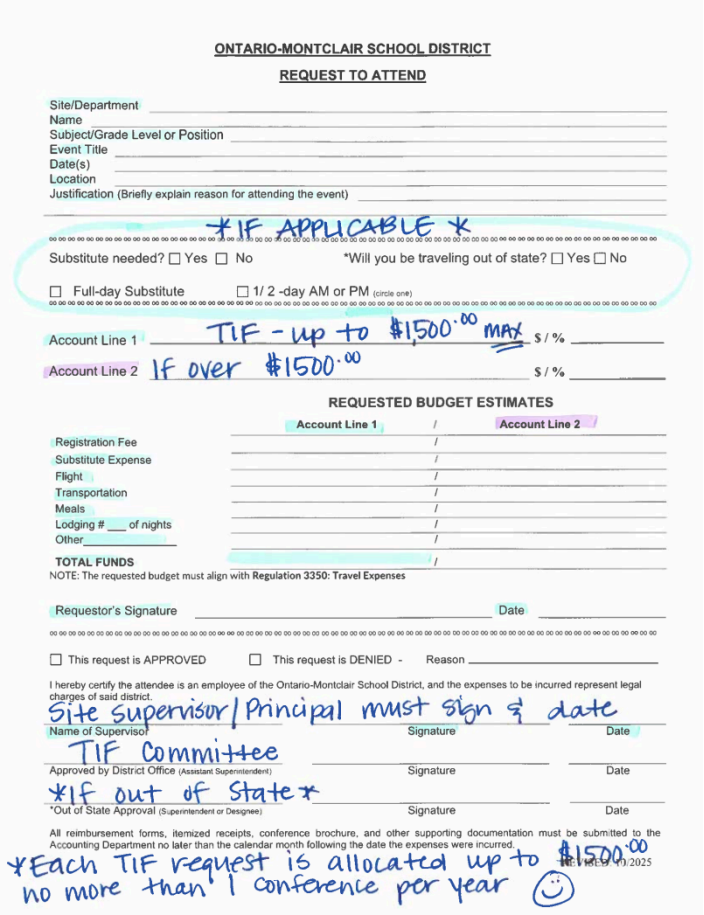
Conference No-Shows

Unit members who do not attend a conference and are charged a cancellation fee will be asked to reimburse the district.

Tips for Completing Your Application

Begin by completing the "Request to Attend Conference" form (District form #6957, see sample below). Please make certain the updated Request to Attend Conference is used, or the application will be returned so that it can be filled out using the correct form. This may delay approval to attend a conference. Attach all the necessary documents. Incomplete applications will be returned. Applications can be sent through district mail to Christiane Ayoub, West Region Director in Learning & Teaching, or Melissa Serna in Learning and Teaching.

- Complete <u>all</u> applicable sections of the application.
- Submit a copy of the conference brochure that indicates all fees for attendance included in the conference price.
- Reserve your sub in Frontline as soon as possible. If your application is not approved, you can cancel your sub without any penalty. Do not wait for approval to reserve your sub.
- Itemized receipts for all credit card and cash payments are required for reimbursement of all conference-related expenses. Please be sure your receipts show it is paid in full, and there is not a balance owed, or more documentation will be needed.
- Applicants requesting payment by purchase order should submit the application as soon as possible to allow for the maximum amount of time to review and submit to the Business Department upon approval.
- Temporary status teachers attending training after the contract year ends or before the new one begins need to be district employees before attending, or costs will not be reimbursed.



ONTARIO-MONTCLAIR SCHOOL DISTRICT

REQUEST TO ATTEND

Site/Department
Name
Subject/Grade Level or Position
Event Title
Date(s)
Location
Justification (Briefly explain reason for attending the event)

IF APPLICABLE

Substitute needed? ☐ Yes ☐ No *Will you be traveling out of state? ☐ Yes ☐ No

☐ Full-day Substitute ☐ 1/ 2 -day AM or PM (circle one)

Account Line 1 TIF - up to $1500.00 MAX $ / %
Account Line 2 If over $1500.00 $ / %

REQUESTED BUDGET ESTIMATES

	Account Line 1 /	Account Line 2
Registration Fee		
Substitute Expense		
Flight		
Transportation		
Meals		
Lodging # ___ of nights		
Other		
TOTAL FUNDS		

NOTE: The requested budget must align with Regulation 3350: Travel Expenses

Requestor's Signature Date

☐ This request is APPROVED ☐ This request is DENIED - Reason

I hereby certify the attendee is an employee of the Ontario-Montclair School District, and the expenses to be incurred represent legal charges of said district.

Site Supervisor/Principal must sign & date
Name of Supervisor Signature Date

TIF Committee
Approved by District Office (Assistant Superintendent) Signature Date

If out of State
*Out of State Approval (Superintendent or Designee) Signature Date

All reimbursement forms, itemized receipts, conference brochure, and other supporting documentation must be submitted to the Accounting Department no later than the calendar month following the date the expenses were incurred.

*Each TIF request is allocated up to $1500.00 no more than 1 conference per year

REVISED 7/1/2025

Program Checklist:

✅Do's

- Submit your application as early as possible.
- Submit a separate application for each person attending the event. Group applications will be returned.
- Verify costs such as taxes and other fees.
- Notify the committee if you cannot attend the event after your application has been approved.
- Submit a copy of the conference overview or registration page showing the cost of the conference.
- Use the updated Request to Attend form.

❌Don'ts

- Submit a partial application. It will be returned for completion and may delay the date the TIF Committee reviews your application.
- Assume an approval is valid if your employment status changes
- Add expenses after your application has been approved
- Don't forget to submit reimbursement requests within 5 days of the last day of the event
- Airbnb and Vrbo are not approved per Risk Management

Follow-Up for Your Application:

- If you have any questions about the review or approval of your application, feel free to contact an OMTA committee member, Rosa Whitton (rosawhitton@omsd.net), and Kelly Cook (kelly.cook@omsd.net).

📅TIF Committee Dates:

Wednesday, September 2, 2026
Wednesday, September 23, 2026
Wednesday, October 21, 2026
Wednesday, December 2, 2026
Wednesday, January 27, 2027
Wednesday, February 17, 2027
Wednesday, March 17, 2027
Wednesday, April 7, 2027
Wednesday, May 12, 2027

DEADLINE TO SUBMIT YOUR APPLICATION: THE FRIDAY BEFORE THE MEETING DATE