

Detached Duty: The 5 Step Process

Apply for
Detached Duty

- <https://forms.sd41.bc.ca/Forms/DDACC>
- Select: Step 1: Apply For Detached Duty Funding
- Wait for approval to be confirmed via email

Attend the
Conference

- You cannot apply for reimbursement until the day after your conference.

Apply for
Reimbursement

- <https://forms.sd41.bc.ca/Forms/DDACC>
- Select: Step 2: Apply for Reimbursement after Approval

Submit Receipts
on Atrieve

- Please use the "Detached Duty" Expense Claim Form

Wait for an AP
deposit.

- You will receive an email confirming the deposit has been made to your account

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