

Teacher Reimbursement Checklist

Once EDI administration is complete, you will receive an email from the EDI team with the teacher reimbursement invoice for your school/school district. In this invoice, you will find the number of EDIs completed by each of your teachers have been prepopulated. Once you have received this email, please complete the following steps:

- ☐ **Step 1: HELP will email you an invoice for your 0.5 or 0.4/0.6 payment schedule.** Please select the invoice with the appropriate payment schedule for your school or school district. Table 1 and 2 will show the breakdown of how time is calculated based on the number of EDIs completed and the payment schedule used.
- ☐ **Step 2: Complete the relevant fields in the Teacher Reimbursement Invoice.**
 - Enter in your district number, your name, and kindergarten enrollment into the header.
 - Daily Rates (Average Rate or Real Rate).
 - Teacher Training:
 - New Teacher Training
 - In person, district led = 0.5 days
 - HELP led webinar = 1 hour (3 EDIs)
 - Experienced Teacher Training = 20 min (1 EDI)
- ☐ **Step 3: Email the completed invoice to:**
edi@help.ubc.ca by March 31, 2025
- ☐ **Step 4: Once you have received the confirmed totals from the EDI team, please return a completed letterhead PDF (attached to the same email) by April 15, 2025**

Send via email or mail to:

Email: edi@help.ubc.ca

Mail: 440 - 2206 East Mall, Vancouver, BC, V6T 1Z3

Note: Please see the tables below for further clarification on the dispersement of time in relation to the number of EDI questionnaires complete.

Table 1: In a district that uses a 0.5 schedule	
# of EDI Surveys	Time
1 - 8	0.5 Day
9 - 17	1 Day
18 - 26	1.5 Days
27 - 32	2 Days
33 - 38	2.5 Days
39 - 45	3 Days

Table 2: In a district that uses a 0.4/0.6 schedule	
# of EDI Surveys	Time
1 - 6	0.4 Day
7 - 9	0.6 Day
10 - 17	1 Day
18 - 23	1.4 Days
24 - 26	1.6 Days
27 - 32	2 Days
33 - 37	2.4 Days
38 - 40	2.6 Days
41 - 45	3 Days

Table 3: Administrative Fee	
# of EDI Surveys	Time
1 - 50 Students	\$100.00
51 - 250 Students	\$200.00
251 - 750 Students	\$300.00
751 - 1500 Students	\$400.00
1501 - 2500 Students	\$450.00
Over 2500 Students	\$500.00