

The original signed copy of this form must be forwarded to the PD Committee. Faxes will not be accepted.

## South Shore Regional NSTU Article 60 Professional Development Fund Expense Claim – Conference (Within & Outside the Maritimes)

*Completed expense claims must be received at Regional Office within **60 days** of the end of the conference.*

Name	Professional Number
Civic Address	
Primary Work Location	Email Address
Conference Name	Conference Dates
Conference Location	
Conference Website	

### Travel Information

Distance from home to school (one way)	km	(a)
Distance from home to conference (one way)	km	(b)
Claimable distance (one way)	km	(c) = (b) – (a)
Claimable distance (round trip)	km	(d) = 2 × (c)

*This form must be accompanied by original receipts, in claimant's name as outlined in the Expense Information section below.*

### Expense Information

Registration (receipts required)	\$		<b>All receipts are to be in the name of the claimant.</b>
Lodging (receipts required – Conference must be at least 50 km from claimant's residence.)	\$		Maximum \$150/night for conferences within the Maritime Provinces and \$225/night for conferences outside the Maritime Provinces
Meals (no receipts required)	\$		Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20) for meals not included in registration.
Parking (receipt required)	\$		Maximum \$40 per day (Outside) Maximum \$30 per day (Within)
Travel by car (meterage claim)		km    \$	\$0.4585 per km (For claimable distance see Travel Information calculation above)
Other Travel (receipts required – i.e. taxi, Uber, etc)	\$		
Transportation Tolls	\$		Receipts not required for Halifax Harbour Bridges
Other	\$		<b>Please Explain</b>
<b>Total</b>	\$		<b>Maximum \$2,000 allowable every 2 years for outside Maritimes; Maximum \$800 allowable per year within Maritimes</b>

*By signing below, I certify that I attended this conference and that all expenses included were incurred by me.*

Applicant's Signature	Date
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### PD Committee Approval

PD Co-Chair's Signature					Date		
Explanation	GL	Cost Center	Fund	FA	Vendor Number	Amount	Tx Cd
Within Maritimes	814200	68100520	1032	2100580000			I4
Outside Maritimes	814150	68100520	1032	2100580000			I4