

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 – Professional Development Grant

Use one form per course taken. A maximum of four half-credits may be claimed in one school year; and courses must be claimed according to the deadlines in the PD guidelines on the Regional Centre's website.

Name	Professional Number
Civic Address	
Primary Work Location	Contract Status: Permanent, Probationary, or Term. Long-Term Substitutes are not eligible.
Current Assignment	Email Address

Course Information

Course Code	Course Name
Institution	Credits (1/2, 1, or None)
Start Date	End Date

Expense Information

Tuition/Registration	\$
Books	\$
Student fees	\$
Other allowable fees	\$
Total (\$1000 limit for ½ credit course / \$2000 limit for full credit course)	\$

This form must be accompanied by:

- A statement of payment for the course
- Receipts for all other claimed expenses
- Proof of successful completion of the course
 - For credit courses, a document from the institution showing the mark indicating successful completion of the course. (Official transcript is not necessary.)
 - For non-credit courses, a statement of successful course completion from the course provider. **(You are responsible to apply for and receive Committee approval for a non-credit course prior to the beginning of the course.)**

Applicant's Signature	Date
-----------------------	------

Approval

PD Co-Chair's Signature					Date		
Explanation	GL	Cost Center	Fund	FA	Vendor Number	Amount	Tx Cd
PD Course Grant	814500	68100520	1032	210058000			I4