

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 – NSTU Professional Association Conference (October Conference Day)

Completed expense claims must be **received at Regional Office** by 4:30 PM on the 2<sup>nd</sup> Tuesday following October Conference Day.  
**LATE CLAIMS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

Name		Professional Number
Civic Address		
Primary Work Location	Contract Status (Permanent, Probationary, Term, or Long Term Sub)	
Current Assignment	Email Address	
Professional Association Conference Attended	Conference Location	

### Travel Information (meterage claim)

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 x (c)

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

### Expense Information

Registration (receipt in name of claimant required)	\$	Only the official receipt issued by the Professional Association at the Conference will be accepted.
Lodging (receipt in name of claimant required)	\$	Maximum \$150 for 1 night if conference is more than 50 km from the teacher's home. A second night can be claimed if the conference is more than 300 km from the teacher's home.
Meals (no receipts required)	\$	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20) for meals not included in registration.
Parking (receipt required)	\$	Maximum \$30 per day
Travel by car (meterage claim)	km    \$	\$0.4585 per km for claimable distance (d) above
Other Travel (receipts required – i.e. taxi, Uber, etc.)	\$	
Transportation Tolls	\$	Receipts not required for Halifax Harbour Bridges
<b>Total</b>	<b>\$</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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### Approval

PD Co-Chair's Signature					Date		
Explanation	GL	Fund Center	Fund	FA	Vendor Number	Amount	Tx Cd
NSTU Conference	814100	68100520	1032	2100580000			I4