

Please forward your completed application to the PD Committee through school mail or by fax (902-541-3049).

South Shore Regional NSTU Article 60 Professional Development Fund Application Form - Conference Grant Within the Maritime Provinces

Please review the guidelines for Conference Grants Within the Maritime Provinces prior to submitting your application. Please consult monthly application deadlines and meeting dates in the guidelines of the PD Committee on the Regional Centre's website, as **late applications will not be accepted by the Committee.**

Name		Professional Number
Civic Address		
Primary Work Location	Contract Status: Permanent, Probationary, or Term. Long-Term Substitutes are not eligible.	
Current Assignment	Work Related Email Address	
Conference Name	Substitute Days Required	
Conference Dates	Conference Location	
Conference Web Site - If there is no conference website, please attach a copy of the conference agenda.		

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)

Expenses	Anticipated Costs	Notes
Registration Fee(s)	\$	Excluding membership fees
Travel by Car	km \$	\$0.4585 per km (For claimable distance see Travel Information calculation above)
Transportation Tolls	\$	
Meals (not included in registration)	\$	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20)
Lodging (receipts required – Conference must be at least 50 km from claimant's residence.)	\$	Maximum \$150 per night
Parking	\$	Maximum \$30 per day
Total Costs	\$	Maximum \$800 can be claimed per school year

Applicant's Signature	Date
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Supervisor's Signature	Supports Application <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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Approval

Regional Executive Director's Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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The Regional Executive Director's signature approves the teacher to be away from his/her assignment only. Reimbursement of any costs associated with the leave must be approved by the Professional Development Committee.

PD Committee Co-Chair's Signature	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
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