

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/Online & Outside the Maritimes)

*Completed expense claims must be received at the SSRCE 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 (Travel expenses, lodging and meals are not applicable for Online Learning.)

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)	\$		All receipts are to be in the name of the claimant.
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 \$	\$0.4615 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	\$		Please Explain
Total	\$		Maximum \$2,000 allowable every 2 years for outside Maritimes; Maximum \$2000 allowable per year for within Maritimes/Online Learning

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/Online Learning	814200	68100520	1032	2100580000			I4
Outside Maritimes	814150	68100520	1032	2100580000			I4