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

*Please review the guidelines for Conference Grants Outside 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	$	$0.4615 per km (for claimable distance see above)
Other Travel	$		
Transportation Tolls	$		
Meals (not included in registration)	$		Maximum $45 per day (Breakfast $10, Lunch $15, Dinner $20)
Lodging	$		Maximum $225 per night
Parking	$		Maximum $40 per day
Total Costs	$		**Maximum $2000 can be claimed every 2 school years**

Applicant`s Signature	Date	

Supervisor's Signature	Supports Application	Date
	❑ Yes ❑ No	

Approval

Regional Executive Director's Signature	Approved	Date
	❑ Yes ❑ No	

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	Date
	❑ Yes ❑ No	

Valid from August 1, 2021 – July 31, 2022