

The original signed copy of this form with original supporting documents must be submitted to the PD Committee at the SSRCE Regional Office. **Fax and email will not be accepted.**

## South Shore Regional NSTU Article 60 Professional Development Fund Expense Claim – Aspiring Leadership Program (ALP) Seminars Only

Completed expense claims must be received at Regional Office within **60 days** of the end of the seminar. Please note this claim form is for seminars only and prior approval is not needed. This claim form is for Registration only, and all other expenses incurred by the member are the responsibility of the member and not reimbursed under the NSTU PD Fund.

ALP Conferences held typically in August need prior approval under the Conference Grants Within The Maritimes and Online Learning Application and Guidelines. Any mentoring days required under the ALP need prior approval under the Educational Leave Less Than One year Application and Guidelines.

Name	Professional Number
Civic Address	
Primary Work Location	Work Related Email Address
<b>ASPIRING LEADERSHIP PROGRAM</b>	

Expense Information		
<b>Registration</b>	Original receipts required and must be in name of claimant.	\$
<b>Total</b>	Maximum \$2,000 (Submitting this expense claim will prevent you from applying for any Out of Maritime Provinces conferences for this and next school year.)	\$

***By signing below, I certify that I completed the Aspiring Leadership Program 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
ALP Expenses	814150	68100520	1032	2100580000			14