

## **South Shore Regional NSTU Article 60 Professional Development Fund Application Form - Conference Grant Within the Maritime Provinces and Online Learning**

Please review the guidelines 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.**

<b>Name</b>	<b>Professional Number</b>	
<b>Civic Address</b>		
<b>Primary Work Location</b>	<b>Contract Status: Permanent, Probationary, or Term.</b> Long-Term Substitutes are not eligible.	
<b>Current Assignment</b>	<b>Work Related Email Address</b>	
<b>Conference Name</b>	<b>Substitute Days Required</b> (maximum 6 days annually)	
<b>Conference Dates</b>	<b>Conference Location</b>	
<b>Conference Web Site - If there is no conference website, please attach a copy of the conference agenda.</b>		

Distance from home to school (one way)	(a)	km
Distance from home to conference (one way)	(b)	km
Claimable distance (one way)	(c) = (b) – (a)	km
Claimable distance (round trip)	(d) = 2 × (c)	km

Expenses	Notes	Anticipated Costs	
Registration Fee(s)	Excluding membership fees	\$	
Travel by Car	\$0.5770 per km (for claimable distance see above)	km	\$
Other Travel		\$	
Transportation Tolls		\$	
Meals (not included in registration)	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20)	\$	
Lodging	Maximum \$150 per night	\$	
Parking	Maximum \$30 per day	\$	
<b>Total Costs</b>	<b>Maximum \$1500 can be claimed each school year.</b>	\$	

<b>Applicant's Signature</b>	<b>Date</b>	
<b>Supervisor's Signature</b>	<b>Supported</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>

### Approval

<b>Regional Executive Director's Signature</b>	<b>Approved</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>
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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 NSTU Professional Development Committee.

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