

## South Shore Regional NSTU Article 60 Professional Development Fund Application Form - Conference Grant

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.**

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 (maximum 6 days annually)	
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)	(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	\$0.5838 per km (for claimable distance see above)	km	\$
Other Travel		\$	
Transportation Tolls	Provide receipt if above \$15	\$	
Meals (not included in registration)	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20)	\$	
Lodging	Maximum \$250 per night	\$	
Parking	Maximum \$40 per day	\$	
<b>Total Costs</b>	<b>Maximum \$3500 can be claimed every two school years.</b>	\$	

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

### 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 NSTU Professional Development Committee.

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