

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 – Teacher Initiated In-Service

- Completed expense claims must be received at Regional Office within **60 days** of the end of the in-service.
- **This form must be accompanied by** original receipts in claimant's name as outlined in the Expense Information section below.

Name	Professional Number		
Civic Address			
Primary Work Location	Contract Status: Permanent, Probationary, or Term <i>(Long-Term Substitutes are not eligible)</i>		
Current Assignment	Work Related Email Address		
In-Service Theme/Name	# of Teachers	# of Subs Required	
In-Service Dates	In-Service Location		
Other Schools Participating			

Expenses	Notes	
Presenter's Honorarium or Gifts	Either an honorarium or gift can be claimed	\$
Presenter's Travel	\$0.5838 per km or actual expenses for other modes of travel	\$
Presenter's Meals	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20)	\$
Presenter's Lodging	Maximum \$150 per night	\$
Other allowed expenses	Please attach original receipts	\$
Total Costs	Guideline expense limit of \$1500.00	\$
Substitute Days for Organizers		days

By signing below, I certify that that all expenses included were incurred by me.

Claimant's Signature	Date
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PD Committee Approval						
PD Co-Chair's Signature					Date	
Explanation	GL Fund Center	Fund	FA	Vendor #	Amount	Tx Cd
In-Service Teacher Initiated	814300 68100520	1032	2100580000			14