

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 – Professional Development Grant

Please consult application deadlines and guidelines of the PD Committee on the Regional Centre's website. **Late submissions will not be accepted by the PD Committee.** Each claim form (one form per course) must have its OWN supporting documents.

**This form must be accompanied by:**

- A statement of payment for the course;
- Receipts for all other claimed expenses;
- Proof of successful completion of the course;
  - For credit courses, a document from the institution showing the mark indicating successful completion of the course (official transcript is not necessary);
  - For non-credit courses, a statement of successful course completion from the course provider (**you are responsible to apply for and receive PD Committee approval for a non-credit course prior to the beginning of the course**).

Name		Professional Number
Civic Address		
Primary Work Location	<b>Contract Status:</b> Permanent, Probationary, or Term <i>(Long-Term Substitutes are not eligible)</i>	
Current Assignment	Work Related Email Address	

Course Information	
Course Code	Course Name
Institution	Credits (1/2, 1, or None)
Start Date	End Date

Expense Information		
Tuition/Registration minus bursaries and/or grants	Tuition - Bursary/Grant =	\$
Books (not including shipping charges)		\$
Student fees		\$
Other allowable fees (transaction fees/late fees are not claimable – see guidelines for more info)		\$
<b>Total</b> (Maximum Claimable: \$1000 for ½ credit course or \$2000 for full credit course)		\$

**By signing below, I certify that I attended this conference 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 #	Amount	Tx Cd
PD Course Grant	814500	68100520 1032	210058000			I4