

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 – NSTU Professional Association Conference (October Conference Day - Friday, October 24, 2025)

<ul style="list-style-type: none"> <li>• Completed expense claims must be <b>received at Regional Office</b> by 4:30 PM on the date posted on the NSTU PD Committee section of the SSRCE website.</li> <li>• This form must be accompanied by <b>original receipts</b>, in <b>claimant's name</b> as outlined in the Expense Information section below.</li> <li>• For non-NSTU/PSAANS sanctioned conferences, pre-approval must be granted through the NSTU Professional Development Conference Grants Application.</li> <li>• If the NSTU/PSAANS conference extends past Conference Day, pre-approval must be granted through the NSTU Professional Development Conference Grants Application.</li> <li>• <b>LATE CLAIMS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.</b></li> </ul>	Complete application (signature) <input type="checkbox"/> Original receipts (in applicant's name) <input type="checkbox"/> Vendor number <input type="checkbox"/>
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Name	Vendor Number
Civic Address	
Primary Work Location	<b>Contract Status:</b> Permanent, Probationary, Term, or Long Term Sub
Current Assignment	Work Related Email Address
Conference Attended	Conference Location

Travel Information (Meterage Claim)		
Distance from home to school (one way)	(a)	km
Distance from home to conference address (one way)	(b)	km
Claimable distance (one way)	(b) – (a) = (c)	km
<b>Claimable distance (round trip)</b>	<b>2 × (c) = (d)</b>	km

Expense Information		
<b>Registration</b>	Association Receipts Required – must be in name of claimant.	\$
<b>Lodging</b>	Original Receipts required – must be in name of claimant. Maximum \$150/night Refer to Guidelines on eligible distance and amounts.	\$
<b>Meals</b>	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20) for meals not included in registration. Refer to Guidelines on eligible amounts.	\$
<b>Parking</b>	Original Receipts Required Maximum \$30 per day	\$
<b>Travel by car</b>	Meterage Claim (d) at \$0.5932 per km. For claimable distance see above	km    \$
<b>Other Travel</b>	Original Receipts Required – i.e. taxi, Uber, etc.	\$
<b>Other</b>	Please Explain:	\$
<b>Total</b>		\$

*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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<b>PD Committee Approval</b>				<input type="checkbox"/> Received <input type="checkbox"/> Processed <input type="checkbox"/> Held		
PD Co-Chair's Signature				Date		
<b>Explanation</b>	<b>GL</b>	<b>Fund Center Fund</b>	<b>FA</b>	<b>Vendor Number</b>	<b>Amount</b>	<b>Tx Cd</b>
NSTU Conference	814100	68100520 1032	2100580000			I4

Valid from August 1, 2025 – July 31, 2026