| 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 or School 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  *(Long-Term Substitutes are not eligible)* | | |
| Current Assignment | Work Related Email Address | | |
| In-Service Theme/Name | | # of Teachers | # of Subs Required |
| In-Service Dates | In-Service Address | | |
| Other Schools Participating | | | |

| Expenses | Notes | |  |
| --- | --- | --- | --- |
| Presenter’s Honorarium or Gifts | Either an honorarium or gift can be claimed | | $ |
| Presenter’s Travel | $0.5932 per km or actual expenses for other modes of travel | km | $ |
| 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 all expenses included were incurred by me.***

| **Claimant’s Signature** | **Date** |
| --- | --- |

| **PD Committee Approval** ❑ Received ❑ Processed ❑ Held | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **PD Co-Chair’s Signature** | | | | **Date** | | |
| **Explanation** | **GL Fund Center** | **Fund** | **FA** | **Vendor #** | **Amount** | Tx Cd |
| Teacher Initiated Inservice | 814300 68100520 | **1032** | **2100580000** |  |  | **I4** |

Valid from August 1, 2025 – July 31, 2026