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 Course Grant

Please consult application deadlines and guidelines of the PD Committee on the SSRCE website. **Late submissions will not be accepted by the PD Committee**. Each course requires it's own form and must have its own supporting documents.

This form must be accompanied by:

- ☐ Receipt for the course;
- ☐ Receipts for all other claimed expenses;
- ☐ Proof of successful completion of the course/grade;
  - For credit courses, a document from the institution showing the grade 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	Vendor Number
Civic Address	
Primary Work Location	**Contract Status:** Permanent, Probationary, or Term *(Long-Term Substitutes are not eligible)*
Current Assignment	Work Related Email Address

Course Information (only one course per expense claim)	
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)		$
Total (Maximum Claimable: $1000 for ½ credit course or $2000 for full credit course)		$

By signing below, I certify that I attended this course and that all expenses included were incurred by me.

Applicant's Signature	**Date**

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**

OFFICE ONLY

Course completed with grade ❑ Receipts for course (in applicant's name) ❑ Receipt for other expenses ❑	❑ Received ❑ Processed ❑ Held

Valid from August 1, 2026 – July 31, 2027