

The original signed copy of this form must be forwarded to the PD Committee. **Faxes 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.*

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
In-Service Dates			In-Service Location	
Other Schools Participating				

This form must be accompanied by original receipts, in claimant's name as outlined in the Expense Information section below.

Expenses

Presenter's Honorarium or Gifts	\$	Either an honorarium or gift can be claimed	
Presenter's Travel	km	\$	\$0.4415 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	
Nutrition Break	\$	\$3/attendee/day (when more than 1 school is participating)	
Other allowed expenses	\$	Please attach receipts.	
Total Costs	\$	Guideline expense limit of \$750.00 (Additional funding of \$50/teacher in excess of 10 attending the in-service.)	
Substitute Days for Organizers		days	

Applicant's Signature	Date
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Approval

PD Co-Chair's Signature					Date		
Explanation	GL	Fund Center	Fund	FA	Vendor Number	Amount	Tx Cd
In-Service-Teacher Initiated	814300	68100520	1032	2100580000			I4