

## Conference Grants (Outside the Maritime Provinces)

*Includes conferences, workshops, seminars, institutes, or clinics.*

### Eligibility

- Permanent, probationary, or term contract teacher with the SSRCE at the time of application and the beginning and ending dates of the event.
- The PD shall be related to the work the teacher is responsible or may be reasonably be expected to be responsible for in the future.

### Application Procedure

- Submit completed Conference Grant (Outside the Maritime Provinces) Application Form available on the Regional Centre's website.

### Expenses (Maximum allowance of \$2000.00 CDN\* one conference with an allowance of \$2000.00 CND every 2 years)

(Conference Grant Expense Claim for Within & Outside the Maritimes)

- Conference registration (excluding membership fee)
- Travel by car at the current rate paid by the SSRCE
- Airfare and ground transportation
- Baggage fees for the **first bag** charged by carrier
- Trip cancellation insurance
- Transportation tolls
- Meals at the current rate paid by the SSRCE, if not included in the registration fee
- Lodging, to a maximum of \$225.00 CDN per night\*
- Parking fees to a maximum of \$40.00 CDN per day\*
- Substitute costs, if necessary (not included in the \$2000.00 CDN\* maximum allowance)
- Receipts are required for all expenses other than meals and kms
- Receipts for conference registration / attendance **must** be in the name of the participating teacher.
- Maximum of six (6) days of replacement teacher coverage under this grant every consecutive school year.

\* Any expenses in international currency will be calculated using the Bank of Canada rate on the date incurred.