

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 – NSTU Professional Association Conference (October Conference Day)

Completed expense claims must be **received at Regional Office** by 4:30 PM on the 3rd Tuesday following October Conference Day.
LATE CLAIMS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

Name		Professional Number
Civic Address		
Primary Work Location	Contract Status (Permanent, Probationary, Term, or Long Term Sub)	
Current Assignment	Work Related Email Address	
Professional Association Conference Attended	Participation Location	

Travel Information (meterage claim)

Distance from home to school (one way)	km	(a)
Distance from home to participation location (one way)	km	(b)
Claimable distance (one way)	km	(c) = (b) – (a)
Claimable distance (round trip)	km	(d) = 2 × (c)

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

Expense Information

Registration (receipts required)	\$	All receipts are to be in the name of the claimant.
Lodging (receipts required – Conference must be at least 50 km from claimant's residence.)	\$	Maximum \$150/night for conferences within the Maritime Provinces.
Meals (no receipts required)	\$	Maximum \$45 per day (Breakfast \$10, Lunch \$15, Dinner \$20) for meals not included in registration.
Parking (receipt required)	\$	Maximum \$40 per day (Outside) Maximum \$30 per day (Within)
Travel by car (meterage claim)	km \$	\$0.5113 per km (For claimable distance see Travel Information calculation above)
Other Travel (receipts required – i.e. taxi, Uber, etc)	\$	
Transportation Tolls	\$	Receipts not required for Halifax Harbour Bridges
Other	\$	Please Explain
Total	\$	

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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Approval

PD Co-Chair's Signature					Date		
Explanation	GL	Fund Center	Fund	FA	Vendor Number	Amount	Tx Cd
NSTU Conference	814100	68100520	1032	2100580000			I4