

## Conference Grants (NSTU Professional Association Conferences)

*To allow a teacher to attend an NSTU Professional Association Conference on NSTU Conference Day.*

### Eligibility

- Permanent, probationary, or term contract teacher with the SSRCE
- Substitute teachers classified as regular teachers pursuant to Article 32.03 of the Teachers' Provincial Agreement
- This day is NOT for in-school organizational and housekeeping purposes

### Application Procedure

- No advance application required to attend NSTU Conference Day.

### Expenses (Expense Claim for NSTU Professional Association Conferences)

- Conference registration **only the official receipt issued by the professional association obtained at the conference is acceptable**
- Travel by car limited to kilometres in excess of the round trip distance between the teacher's residence and the teacher's home school (no receipt required)
- Transportation tolls (no receipt required)
- Meals at the current rate paid by the SSRCE, if not included in the registration fee (no receipt required)
- Lodging to a maximum of \$150 per night
  - 1 night's lodging when the conference is more than 50 km from the teacher's residence
  - 2 night's lodging when the conference is more than 300 km from the teacher's residence
- Parking fees to a maximum of \$30 per day

### Expense Claim Procedure

- Complete the PD Course Grant Expense Claim Form for each course after the course has been successfully completed.
- Application must contain confirmation of registration, payment and successful course completion.

**Completed expense claims must be received at Regional Office by 4:30 p.m. of the 2<sup>nd</sup> Tuesday following the October Conference Day.**

**LATE CLAIMS WILL NOT BE ACCEPTED.**

**Note:** In case of illness, please contact your school administrator.

If unable to attend the conference contact the Professional Association for reimbursement.