

April 1, 2018 – March 31, 2019
PROFESSIONAL DEVELOPMENT FUND COMMITTEE
Cape Breton-Victoria Regional School Board

Tel: (902) 564-8293

**NSTU PROFESSIONAL ASSOCIATION *OCTOBER CONFERENCE*
TEACHER EXPENSE FORM**

The claim for reimbursement for NSTU October Conference shall be submitted electronically via <https://goo.gl/forms/JDX0Ha66GbwKLu0V2> Claims must be received on or before 4 pm on November 15th

PLEASE NOTE: Claims received after the November 15th deadline will not be processed. It is the individual teacher's responsibility to ensure that the expense form and receipts are received by the PDFC. **THERE WILL BE NO EXCEPTIONS!**

Name: _____ Telephone # (Home): _____
Address: _____
City: _____ Postal Code: _____
School: _____ Employee # (SAP): _____
Employment Status:
__Permanent __Probationary __Term __Long Term Sub (over 18 days)
Function Attended: _____
Date: _____ Location: _____

TOTAL METERAGE: (in excess of 40 km return from base school)
_____ - 40 km = _____ @ .4415 /km = \$ _____
(board rate)

AIR FARE/CAB/ CAR RENTAL (No more than meterage)
(Scanned receipt attached) \$ _____

MEALS: (Per NSTU Guidelines) \$ _____

HOTEL: (Max of \$175.00 per night. Friday night hotel may be claimed if meterage from conference to home exceeds 275 km)
(Scanned receipt attached) \$ _____

REGISTRATION FEE: (Scanned receipt attached) \$ _____

OTHER: (Details & Scanned receipt(s) attached) \$ _____

TOTAL EXPENDITURES: \$ _____

Signature: _____ **Date:** _____

I hereby certify that the above expenses are correct and just in all respects, and that the entire expenditure was incurred on Professional Development Activities.

April 1, 2018 – March 31, 2019
PROFESSIONAL DEVELOPMENT FUND COMMITTEE
Cape Breton-Victoria Regional School Board
Tel: (902) 564-8293

NSTU Professional Association Conference

1. The PDFC fund shall be used to provide financial assistance to teachers attending their annual Nova Scotia Teacher's Union Professional Association PD Conference.
2. The claim for reimbursement for NSTU October Conference shall be submitted electronically via <https://goo.gl/forms/JDX0Ha66GbwKLu0V2>. Required receipts must be attached electronically. Applicants will receive automated email confirmation immediately following successful submission. Applicants will be able to submit their claim form only once and cannot make amendments after submission. This is an expense claim form, not an application.
3. **Disbursement of funds shall be a percentage pro-rated and based upon the following formula; the percentage of reimbursement is derived from the fund total divided by the total amount claimed by all applicants by November 15th. Percentage of reimbursement ranges from year to year dependent upon the amount claimed by the applicants.**
4. For Professional Association Conferences held in the local area, registration and meterage beyond 40 kms return from base school may be claimed.
5. Meal allowance per NSTU rate (Breakfast \$11, Lunch \$13, Supper \$30).
6. Permission is **NOT** required from the Coordinator of Human Resources to attend NSTU the Professional Association Conference in October.
7. Term and/or Long term sub teachers (for more than 18 consecutive teaching days) are covered under Article 32.09.
8. Claims for Friday night accommodations will be permitted where travel from conference location to home exceeds 275 km.
9. In situations where applicants share expenses (ie hotels, travel/meterage, cabs), applicants are required to identify that expenses have been shared and with whom they have been shared. Applicants can claim only their portion of shared expenses.
10. The PDFC will not fund attendance at other conferences where the dates conflict with NSTU Professional Association Conference Day.

**DEADLINE: NOVEMBER 15TH, 4:00
p.m.**