

CONFERENCE AND TRAVEL FORM



Application for Conference and Travel should be completed and forwarded to your Superintendent's office for approval **3 weeks prior** to the conference date.

ORIGINAL RECEIPTS will be accepted for reimbursement purposes.

Name of Applicant:		
School or Dept.:	Position:	
Conference Name:	Conference Date:	
Conference Fee: \$	Accommodation:	Other:
If "Other", please provide details:		
Are you requesting funds from any other source? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, which source:		
Have you previously applied for funding this year?		
Reason for attending:		
_____ Principal /Program Coordinator Signature of Approval		
_____ Superintendent Approval	\$ _____ Approved Amount	_____ Date
_____ Director of Education (if out of the country)		
<p>Article 17.03 (c); 17.03 (e)</p> <p>(c) Individual teachers and school staff may apply to use funds for attendance at professional conferences, seminars and other professional activities within the Province. Funding may include all or part of the cost of the registration fees, transportation costs, books and lodging. Teachers shall make application for funding, utilizing the form developed by the Committee, to their superintendent or designate. The superintendent shall consider the recommendations of the Committee, the funds available and inform the applicant in a timely manner regarding the outcome of the application.</p> <p>(e) Teachers shall submit their original receipts attached to the appropriate form, to their superintendent or designate. The Board shall provide quarterly reports to the Committee indicating the names of all applicants, the disposition of the application, the name of the professional development activity and the sum approved.</p> <p style="text-align: center;">TSU</p> <p>Article 19.02 (a); 19.02 (b)</p> <p>(a) Teachers may apply to use funds for attendance at professional conferences, seminars and other professional activities within the Province. Funding may include all or part of the cost of registration fees, transportation costs, books and lodging. Teachers shall make application for funding to their superintendent or designate who will forward such decision to the Joint Committee.</p> <p>(b) Teachers shall submit to their superintendent or designate receipts attached to the appropriate form.</p>		

