



## 2023 2024 PSSP Professional Development Expense Form

Please mail or email this form with all receipts to the attention of Pam Berec

Email: [osstfdistrict23@gmail.com](mailto:osstfdistrict23@gmail.com)

Address: PO Box 94  
115 Windham East Quarter Line Road  
Simcoe, ON N3Y 4K8

### MEMBER INFORMATION

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Work Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Conference/Workshop: \_\_\_\_\_

Date of Conference/Workshop: \_\_\_\_\_

### EXPENSES: (Please provide description and original receipt except for mileage)

Expense	Description	Amount
Registration		
Resources		
Meals Allowable Expenditures: Breakfast \$15 • Lunch \$25 • Dinner \$50		
Parking		
Hotel		
Mileage Allowable Expenditures: 58 ¢/km • 65 ¢/km for 1 <sup>st</sup> eligible passenger • 80 ¢/km for 2 or more eligible passengers. Please list names of passengers if carpooling.		
<b>TOTAL EXPENSE</b>		

☐ PLEASE CONSIDER THIS APPLICATION FOR ADDITIONAL FUNDS IF FUNDS REMAIN AT JUNE 10, 2024

Signature of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_