



**BOARD/SOTA PROFESSIONAL DEVELOPMENT FUND**  
**IN-PROVINCE**  
**CONFERENCE EXPENSE REPORT for TEACHING STAFF**



Name: \_\_\_\_\_ School: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_

**EXPENSES** *Your individual* expenses:

In Canadian \$

U.S. Exchange

Registration: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

*(Conference receipt must be attached.)*

**Total Expenses =** \$ \_\_\_\_\_ (A)

**SUMMARY:** Total Expenses Claimed (A) \$ \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

# sub days used: \_\_\_\_\_

\_\_\_\_\_  
Signature of Attendee

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY: Charge to: 9.630.656.003.000.652**

**Canadian Funds Advance:**

G.S.T. on Advance (Advance x 7/107) \$ \_\_\_\_\_

Advance before G.S.T. \$ \_\_\_\_\_

Total = \$ \_\_\_\_\_

\_\_\_\_\_  
Reviewed by Superintendent

**U.S. Funds Advance:**

Advance \$ \_\_\_\_\_ U.S. Exch. \_\_\_\_\_ = \$ \_\_\_\_\_

Total Advance in Canadian Funds = \$ \_\_\_\_\_

\_\_\_\_\_  
Reviewed by Professional Issues Chairperson

\_\_\_\_\_  
Reviewed by Secretary-Treasurer