

**APPLICATION FOR FUNDING - INDIVIDUAL CONFERENCE/WORKSHOP**

(Revised Jan. 2024)

**Email Completed Form to office@d26.osstf.ca**

*Incomplete applications **cannot** be processed.*

Name (print): \_\_\_\_\_ Email address: \_\_\_\_\_

Worksite: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONFERENCE/WORKSHOP INFORMATION**

Full Title: \_\_\_\_\_ Location: \_\_\_\_\_

Conference Information: www. \_\_\_\_\_

Program Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

***Briefly describe how this activity will benefit your students or your colleagues:***

**FUNDING REQUEST**

1. **EXPENSES:** *Estimate unknown costs*

Total reimbursement will not exceed \$800.00 (plus Occasional Teacher costs; plus Carpooling Premium)

Registration Fees: \$ \_\_\_\_\_ Travel (lesser of 0.64/km or train/plane fare): \_\_\_\_\_ km \_\_\_\_\_

Accommodation: \$ \_\_\_\_\_ \$ \_\_\_\_\_ Car Pooling (0.74/km): \$ \_\_\_\_\_

Passenger(s): \_\_\_\_\_

Child Care: (\$25 daily; max 2 days) \$ \_\_\_\_\_ Food (\$50 daily; max 2 days): \$ \_\_\_\_\_

2. **RELEASE TIME** (normally required to be away): (max 1 day) One Day \_\_\_\_\_ Half Day \_\_\_\_\_ None \_\_\_\_\_

3. **OCCASIONALTEACHER REQUIRED:** (max 1 day) One Day \_\_\_\_\_ Half Day \_\_\_\_\_ None \_\_\_\_\_

Indicate **Occasional Teacher required** only if the applicant is to be released from **classroom duties**. The school will be reimbursed by the SPDF for approved OT costs.

**EXPENSE CLAIM** Following your event, submit **SPDF Expense Claim Form**. Original receipts are required for all expenses except mileage

**Should you be unable to attend this event, please notify the District Office immediately so that funds may be reallocated to other applicants.**