

NOTICE TO APPLICANT

1. All staff must adhere to Lethbridge School District No. 51 policies while attending professional development activities. By signing this application you have read and understood policy 400.1 (guiding Principles) and policy 402.12 (Training and Development).
2. Applications must be sent to the Human Resources Department Administration **1 MONTH PRIOR** to the activity (may be sent by inter-school mail).

3. All receipts must be received **1 MONTH AFTER** the activity with a copy of the approved application.
4. **NO ADVANCES** will be made.
5. If, for some reason, your approved activity is cancelled or you cannot attend, please send written notification to the Human Resources Department immediately so that others may make use of the fund.
6. Employees may only be permitted to attend one PD Function per year if the budget allows.
7. This fund will not normally be used to support individuals to be absent from their duties for more than two days in a school year.

RATES ALLOWED

A. TRANSPORTATION:

Lethbridge – Medicine Hat (338km).....	\$170.69
Lethbridge – Calgary (410km).....	\$207.05
Lethbridge – Red Deer (704km).....	\$355.52
Lethbridge – Edmonton (1012km).....	\$511.06

B. MEALS: \$10.00/breakfast
\$15.00/lunch
\$20.00/supper

B. ACCOMMODATION: \$70.00/night – preferably shared

D. REGISTRATION: The amount required to attend the activity. Proof of registration is required which can include a receipt, cancelled cheque, statement, invoice, or credit card receipt.