

**Early Learning and Child Care - APPLICATION for Reimbursement of Professional Development Expenses  
March 15, 2020 – March 15, 2021**

Child Care Centre/Licensed Home Provider Name \_\_\_\_\_

City/Town \_\_\_\_\_

Date \_\_\_\_\_

Please complete the chart and submit to your ELCC Regional Consultant.

Attached:     Travel Expense forms (if claiming travel expenses)     Receipts (if claiming expenses)     Certificates of attendance (if available)  
 Proof of Registration including date/location/registration fee

Description of Professional Development Event						Expenses					
Name and Position of Individual who attended PD Event	Initials of Attendee	Professional Development Event	Agency Hosting the PD Event	Location of PD Event	Date & Time of PD Event	Event/Registration Fees	Travel Expense For Meals	Travel Expense for Accommodations	Travel Expense For Mileage	Staffing Stipend	Total Claim
<b>Total Claim</b>											

**Certification**

I hereby certify that funds received will be used to reimburse the individual or organization who incurred the expenses.

\_\_\_\_\_  
Signature of Board Representative or Home Provider

\_\_\_\_\_  
Date

