

Application for Reimbursement of Professional Development Expenses for the period of March 15, 2022 – March 15, 2023

Child Care Centre/Family Child Care Home Provider Name:

City/Town:

Please submit the completed form to your Early Learning and Child Care Regional Consultant.

Name of Individual who Completed Training	Professional Development Event Completed	Date Event Completed	Event Registration Fee (if applicable)	Travel Expense Mileage (\$0.5078/km if applicable)	Travel Expense Accommodation (if applicable)	Travel Expense Meals (if applicable)	Staffing Stipend (as specified on eligible opportunities 2022-23)	Total Claim
Total								

See the *Additional Information* section for more details.

Certification

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

Board Representative or Home Provider

Date

Additional Information:

Travel Expenses Information

- **Mileage costs** – Calculate mileage at the rate of \$0.5078/km or \$0.5468/km for northern Saskatchewan (north of 54th).
- **Accommodation** – Hotel (receipts required) can be submitted for two-day events and for events for which the person would otherwise have had to leave home before 7:00 a.m.
- **Meals** – Breakfast @ \$10, Lunch @ \$18 and supper @ \$23 (Note: receipts are not required but payment will not be made for meals provided at the event) Meals can only be claimed if the event/travel required the individual to be away from home over the typical meal times.

Staffing Stipend Information

Time required by individuals to complete training opportunities may vary but the staffing stipend amount entered on the application must match the staffing stipend identified on the *Eligible Opportunities for 2022-23 Professional Development Grant Funding* document.

Staffing stipend is determined based on the following:

- If event is 1 - 2 hours in length, stipend eligibility is \$25
- If event is a half day event (3-4 hours in length), stipend eligibility is \$50
- If event is a full day event (5-8 hours in length), stipend eligibility is \$100
- If the event is multiple full days, eligibility is \$100/day

Proof of Attendance/Certification

- Centre Director/Family Child Care Home Provider must obtain a copy of the certificate confirming attendance/completion of the event and keep on this certificate on file for review by the Early Learning and Child Care Consultant. If the training event does not provide a certificate, then the individual must complete a *Professional Development Reflection Form* and this must be kept on file.

Please submit the application for reimbursement as soon as possible after completing the event.