The Sa-Hali Pro-D Handy Checklist:

Prior to travelling/attending your conference please prepare for the following. The pro-d committee is subject to audit and so to ensure our paperwork is in order yours must be too ☺ Thanks.

* I have submitted a **written** application to the Pro-D chair prior to travel.
* I am claiming travel expenses, so I’m providing **original receipts** for fuel etc…(despite claiming the lump sum for travel to the coast etc…otherwise there’s no evidence you travelled…)
* I’m attending a conference so I’ll get **an official receipt showing payment**
* I’m claiming meal expenses so I’ll attach **an official receipt** with the correct dates and reasonable times according to the itinerary of my conference. (You will not be paid a stipend for meals so receipts are necessary.)
* I’m staying at a hotel so I’m including an original receipt. (Please share rooms where possible in order to save our pro-d funds.)
* When claiming costs, I’ll use our school formula for remuneration for meals, hotels etc.. so that my claim is for what I am eligible to receive, not what I actually paid. (things like hotels etc…aren’t always within parameters)

Please consider that the spirit of professional development is that we go beyond our school walls to learn so that we might enrich our own practice and the staff team here. Consider taking part in a sharing session (formal or informal) after returning from your conference.