



**Professional Development and Travel Subsidy Program  
2025-26 Application**

*Please read the PDF guidelines before filling in the application form.*

Are you eligible to receive all or partial funding from your institution:  Partial  All  None  
(Please note that this will not affect your eligibility to receive funding from this subsidy program)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Associated member institution (if necessary): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_ Date of Workshop: \_\_\_\_\_

Sponsoring Organization of workshop or conference: \_\_\_\_\_

Claim/Estimate (if requesting prior approval)	Cost	Approved (For Office Use Only)
Registration Fees (non-SCAA events only)		
Travel Costs (Actual cost or _____ kilometres @ \$0.5724/kilometre; 0.6164 north of 54 <sup>th</sup> parallel.		
Other Travel:		
Accommodations (\$125.00/night or actual and reasonable charges supported by receipts for least expensive accommodation available) _____ days. Private Accommodations \$50.00 per night (no receipts required) _____ days		
Meals (see guidelines for per diem amounts)		
<b>TOTAL:</b>		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Alongside their letter to the SCAA, recipients are asked to submit a final expense report within 30 days of the PD opportunity. Original receipts are required for most items. Please see guidelines for details.*

***For Office Use Only***

Is the Applicant an SCAA member in good standing?	Yes	No
Does the Applicant meet the SCAA definition of an Eligible Applicant?	Yes	No
Does the workshop/educational opportunity assist in professional development & training of archival workers?	Yes	No
Has the Applicant received previous SCAA support for the same non-SCAA program?	Yes	No

**This claim has been reviewed by the SCAA Executive Director and the payment of \$ \_\_\_\_\_ has been approved.**

<b>Signed:</b>	<b>Gloria Bearss Executive Director</b>	<b>Date:</b>
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Application received: \_\_\_\_\_ Prior approval sent: \_\_\_\_\_

Cheque # \_\_\_\_\_ Date Issued: \_\_\_\_\_

*We gratefully acknowledge the financial support of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc.*



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