

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

Please submit the completed form to childcare@gov.sk.ca within two months of attending the event. Please refer to the Professional Development Grant 2026-27: Information Sheet for more information.

Travel Expenses Information

- **Mileage costs** – Calculate mileage at the rate of \$0.5499 /km or \$0.5922/km in northern Saskatchewan (north of 54th) for the distance from the child care facility to the event (effective April 1, 2026).
- **Accommodation** – Hotel expenses (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 a.m. in order to attend.
- **Meals** – Breakfast @ \$16, lunch @ \$23, and supper @ \$31 (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 requires the individual to be away from home over the typical mealtimes.

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 2026-27 Professional Development Grant Funding* document. Facilities may close for up to two professional development days in a licensing year (Section 7 of *The Child Care Regulations, 2015*) but staffing stipends cannot be claimed during those closures. Staffing stipends are determined based on the following:

- If the event is 1 to 2 hours in length, stipend eligibility is \$25
- If the event is a half day event (3-4 hours in length), stipend eligibility is \$50
- If the 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

- The Centre Director/Family Child Care Home Provider must obtain a copy of the certificate confirming attendance/completion of the event and keep 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.