

Request for Professional Development Allowance



I hereby request approval to use the Professional Development Allowance, in accordance with the *Local Government Act*, Ministerial Guidelines and Council policy.

I understand that approval must be received prior to commitments being made. Reimbursement of professional development expenses will be subject to approval by the CEO.

All reimbursement requests must be accompanied by appropriate documentation, receipts and tax invoices.

Elected Member: _____

Course / Conference: _____

Date: _____ **to** _____ **Deadline for Registration:** _____

Location: _____

Benefit to Council:

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Item	Cost (incl. GST)
Travel (airfare)	\$
Accommodation	\$
Transport (cab charge / car hire)	\$
Course fee / Registration fee	\$
Meal	\$
Other:	\$
Total	\$

Signature: _____

Date: _____

CEO Approval: _____

Date: _____

Submit to eaexecutive@astc.nt.gov.au for CEO review/approval.