

Request for Professional Development Allowance

Elected Member



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: _____

Dates: _____ to _____

Location: _____

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

Signature: _____

Date: _____

Submit to eaexecutive@astc.nt.gov.au or hard copy to the Executive Assistant to the Mayor and Councillors for CEO review/approval.

CEO Approval: _____

Date: _____