

LOCAL DEVELOPMENT PROJECT

RESPONSIBLE FOR THE DEVELOPMENT PROJECT	
Surname, Name	Employee Number
School / Service / Center	Employment Category
PROJECT INFORMATION	
Title	Number of Participants
Project Execution Date	Location
GENERAL OBJECTIVE	
SPECIFIC OBJECTIVES	

ESTIMATED COSTS		
Professional Trainer Fees		
SUBSTITUTION FOR TEACHING		
Half-day Substitution		
Full-day Substitution		
TRAVELLING EXPENSES		
Vehicule Allowance	km x \$/ km	
Carpooling Compensation	km x \$/ km	
Car Rental		
Air Travel		
Public Transportation		
ACCOMMODATION EXPENSES		
Lodging	Night(s)	
Non-commercial Establishment	Night(s)	
Meals	Breakfast	
	Lunch(es)	
	Dinner(s)	
TOTAL COST		
SIGNATURES		
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <hr style="width: 200px;"/> <p>Signature of Responsible</p> <hr style="width: 150px;"/> <p>Date</p> </div> <div style="text-align: center;"> <hr style="width: 200px;"/> <p>Signature of Committee</p> <hr style="width: 150px;"/> <p>Date</p> </div> </div>		

The responsible of the projet commits himself to have all the participants sign it.

LIST OF PARTICIPANTS IN THE LOCAL DEVELOPMENT PROJECT

	NAMES	EMPLOYEE NUMBER	SCHOOL OR CENTER	SIGNATURES
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