



## PROGRAMS' ELIGIBLE TERMS AND COSTS



- ✿ **SALARIES AND BENEFITS** (*including insurances (employment, group), RRQ, CSST, QPIP, pension plans and relocating expenses*).
- ✿ **FEES** (*professional services, juridical, consultants, instructors, educators*).
- ✿ **TRAININGS** (*including registration fees, transport and accommodation fees, rentals and everything relating to the activity*).
- ✿ **TRANSPORTATION** (*relating to activities and projects*).
- ✿ **CONSULTING FEES.**
- ✿ **CHILD-CARE** (*Parental Involvement program*).
- ✿ **PROMOTION OF CAREERS IN TEACHING** (*Professional Development program*).
- ✿ **MATERIAL** (*including food, school and office supplies, instruction material, etc.*).
- ✿ **TRAVEL EXPENSES** (*meals, accommodation, car rental, plane, train, gas, parking, taxi, etc.*).
- ✿ **ACQUISITION AND ADAPTATION OF PEDAGOGICAL AND EVALUATION MATERIAL<sup>1</sup>.**
- ✿ **ACQUISITION OF ADAPTED MATERIAL<sup>1</sup>.**
- ✿ **DEVELOPMENT, ADAPTATION AND ACQUISITION OF STUDY PROGRAMS.**
- ✿ **ADMINISTRATIVE FEES.**

<sup>1</sup> The term “*assets*” is not specific enough. Preferably use “*acquisition of teaching or technological aids and evaluation tools*”.

★ Running and maintenance expenses as well as expenditure in assets are not eligible within programs.

It is important that there remains a constant communication between the Representatives and the Administration for all matters of budgetary concern (*expenses incurred and financial terms to use*).