

# Professional Growth Funding

Reimbursement

School District 64, Gulf Islands

## Attention all teachers:

In order for expenses to be approved and reimbursed quickly it is important that you follow the process outlined below.

1. Seek prior approval for your project by submitting to the Pro-Growth Committee a written proposal stating:
  - Goals
  - Participants
  - Action Plans
  - Success Indicators
  - Evaluation Strategies
  - Itemized costs
  
2. On approval you will be given an approval number to use in all correspondence.
  
3. The author of each grant will be responsible for:
  - Keeping track of budget
  - Ensuring that all receipts correspond only to budget items listed on grant proposal- items not listed will not be reimbursed
  - Sending original receipts attached to the Pro-G Expense Sheet to Pro-G Chair by cut-off date
  - Any overages incurred

Following approval of the submitted Pro-G Expense Sheet the Accounting Department at the Board Office will issue a cheque and send it to your school. ***If receipts are tax deductible, e.g. college or university fees, payment will be made through payroll.***

4. When a LOA is required:
  - Write grant approval number on LOA
  - Fill in form as required
  - Get principal's signature
  - Send form to Pro-G Chair for approval ten days before the event

After approval, the LOA will be fax'd to the School Board office so that TOC's can be called. If LOA is sent to the SBO first, it must be re-routed to the Pro-G Chair and then sent back with approval before the TOC is called.

