



**APPLICATION FOR PRO D
SCHOOL DISTRICT No. 64 (Gulf Islands)**

Approval #

Applicant's Name: _____ Date: _____

School/Department: _____ Applicant's Signature: _____

Event: _____

Location: _____ Event Date: _____

EXPENSE CLAIM	Estimated Expenses	Amount Approved	Actual Amount	Office Use Only	
Registration				Payment Approved	
Travel	# km _____	@55¢/km =		\$	Initials
Ferry					
Accommodation					
Meals				Year End Claim	
Miscellaneous					
TOTAL					

Leave of Absence: No Yes

Please submit LOA forms two weeks before the event to:

- Elaine Jacobson at Pender for GITA
- Angie Gray at Pender for CUPE

Number of days absent:

- G.I.T.A. Pro D
 C.U.P.E. Pro D
 Principal's Pro D

Notes:

Authorized – Pro D Rep.

Date

Reviewed by Secretary-Treasurer

Date

PRO-D EXPENSE INFORMATION – PLEASE READ CAREFULLY

1. Submit form **two weeks prior** to the event.
2. Remember to save your **'ORIGINAL RECEIPTS'** to submit with approved application. The Auditors do not consider a cancelled cheque, debit or credit slip to be a receipt.
3. Expenses: Accommodation should be the least expensive possible (\$30.00 per night for 'hostess gift' if staying in private home).
4. Expenses charged for ferries should be actual costs.

EXPENSE LIMITS:

Travel	54¢/km
Meals:	Attach Receipts
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00