



PRO GROWTH EXPENSE SHEET
SCHOOL DISTRICT No. 64 (Gulf Islands)

Approval #

Applicant's Name: _____ Date: _____
Please print

School/Department: _____

Applicant's Signature: _____

Type of Expense	Actual Amount	Office Use Only	
		Payment Approved	
		\$	Initials
	TOTAL:		

Please check applicable Pro-G Funding Category:

- Individual Education
- School Based Group
- District Group
- Retraining
- New Program
- Facilitator

 Authorized – Pro Growth Rep. _____
 Date

 Reviewed by Secretary-Treasurer _____
 Date

PRO-G EXPENSE INFORMATION – PLEASE READ CAREFULLY

1. Submit form on or before due date.
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. Please note: only costs related to activities formally approved by Pro-Growth Committee can be reimbursed.
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.
5. Send form with original receipts attached to Keiko Taylor at SIMS or Marie Mullen at Fulford for approval.

EXPENSE LIMITS:

Travel	55¢/km
Meals:	Attach Receipts
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00