



**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         |          |
|-----------------|---------------|-------------------------|----------|
|                 |               | <b>Payment Approved</b> |          |
|                 |               | \$                      | Initials |
|                 |               |                         |          |
|                 |               |                         |          |
|                 |               |                         |          |
|                 |               |                         |          |
|                 | <b>TOTAL:</b> |                         |          |

**Please check applicable Pro-G Funding Category:**

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

\_\_\_\_\_  
 Pro Growth Chair or Designate 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 Lori Deacon at the School Board Office.

**EXPENSE LIMITS:**

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