



**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 ejacobson@sd64.org for GITA
- Angie Gray at treas788@sd64.org for CUPE

Number of days absent:

| | |
|---|--------|
| G.I.T.A. Pro D <input type="checkbox"/> | Notes: |
| C.U.P.E. Pro D <input type="checkbox"/> | |

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 |