

**COWICHAN DISTRICT TEACHERS' PROFESSIONAL DEVELOPMENT FUND  
SCHOOL-BASED PROFESSIONAL DEVELOPMENT DAY REIMBURSEMENT FORM**

EMAIL: [pd65@bctf.ca](mailto:pd65@bctf.ca)

<b>Contact</b>		<b>School/Site</b>	
<b>PD Rep</b>		<b>Email (Home)</b>	

**EXPENSES:**

- Maximum of \$400 per site
  - May include materials/equipment
  - Presenter fee or honorarium
  - Travel expenses for the presenter

**SNACKS:**

- Maximum of \$5 per person for snacks (this is separate from the \$400 above)

**RECEIPTS:**

- Please attach receipts
- If there is a cash payment to a helper, a signature must be received for the cash

<b>REIMBURSEMENT FOR SCHOOL-BASED PROFESSIONAL DEVELOPMENT</b>		
<b>SNACKS</b> (maximum \$5/member)	<i>Number of Members Attended</i> _____	\$ _____
<b>OTHER EXPENSES</b> (maximum \$400 /site)	<i>Description of Expenses</i> _____	\$ _____
	_____	
	_____	
Total Amount Requested by School/Site		\$ _____
Amount Approved by the CDTA Professional Development Executive Committee		\$ _____

**Submit completed form with original receipts to the PD Executive Committee at the CDTA office via inter-school via inter-school courier.**

<small>FOR OFFICE USE ONLY</small>		
<i>Date Received:</i> _____	<i>Cheque Amount</i> _____	<i>Cheque Number</i> _____
<i>Approved by:</i> _____ and _____		
<b>CDTA PD Chair</b>		<b>CDTA PD Treasurer</b>