

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

EMAIL: [cowichandta@shaw.ca](mailto:cowichandta@shaw.ca)

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

**EXPENSES:**

- Maximum of \$600 per site
  - May include materials/equipment
  - Presenter fee or honorarium
  - Travel expenses for the presenter

**RECEIPTS:**

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

REIMBURSEMENT FOR SCHOOL-BASED PROFESSIONAL DEVELOPMENT		
<b>EXPENSES (maximum \$600/site)</b> May include materials/equipment, presenter fee or honorarium, or travel expenses for the presenter. <b>Does not include snacks.</b>	<i>Description of Expenses</i> _____ _____ _____	\$ _____
Total Amount Requested by School/Site		\$ _____
Amount Approved by the CVTU Professional Development Executive Committee		\$ _____

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

FOR OFFICE USE ONLY		
<i>Date Received:</i> _____	<i>Cheque Amount</i> _____	<i>Cheque Number</i> _____
Approved by: _____ and _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>CVTU PD Chair</span> <span>CVTU PD Treasurer</span> </div>		