

COWICHAN VALLEY TEACHERS' PROFESSIONAL DEVELOPMENT FUND

SUMMER PRE-APPROVAL APPLICATION

JULY 1 TO AUGUST 31, 2021

EMAIL: cowichandta@shaw.ca

Funds are limited so please apply as soon as possible.

| | |
|--|--|
| School or worksite: | Date: (mm/dd/yy) _____ / _____ / _____ |
| Name: (Last, First) | |
| Home E-mail: | |
| Name of Event/Workshop (please do not abbreviate) | |
| Event Location: | |
| Event Date (mm/dd/yy): From _____ / _____ / _____ To _____ / _____ / _____ | |
| <p>Applicants should note the following:</p> <ul style="list-style-type: none"> • A limit of one application per member, for up to \$400 • Event must start no earlier than July 1st, 2021 and end no later than August 31st, 2021. • Applications must be received by CVTU office no later than Monday June 7th, 2021. • All approved applications will be notified via email by June 15th 2021. • Applications and invoices must clearly show the dates of the event. • Professional Development must occur at a registered event/course. • Proof of event may be required at time of application. • Please note, applications for professional development funds may only be submitted once for reimbursement. • Reimbursement cheques for summer Pro-D will be written in mid-September, 2021. | |

Some of the costs below will be estimates. Actual reimbursement will be for amounts shown on **original receipts** that are submitted with the expense report after the event. **For summer 2021, the personal allotment is \$400 per member.**

| | Amount Claimed |
|--|----------------|
| Registration Cost: | _____ |
| Travel Costs: (Receipts required for airfare, ground transportation and other costs.) | _____ |
| Receipts not required for Following: | |
| Automobile from fuel grid | _____ |
| Meals may only be claimed for attendance at out of district professional Development. | |
| Breakfast ((\$12 per day) Date: _____ | _____ |
| Lunch (\$14 per day) Date: _____ | _____ |
| Dinner (\$24 per day) Date: _____ | _____ |
| Total Claimed | _____ |

Signature of Applicant: _____
 Pre-approval email sent by: _____