

SUMMER PRO-D REIMBURSEMENT FORM

JULY 1 TO AUGUST 31, 2021

EMAIL: cowichandta@shaw.ca

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. • Reimbursement form and invoices must clearly show the dates of the event. • Professional Development must occur at a registered event/course. • 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. 	

Actual reimbursement will be for amounts shown on original receipts that are submitted with the reimbursement form after attending 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 the following:	
Automobile from fuel grid	_____
Meals may only be claimed for attendance in person 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: _____	
Cheque Amount: _____	Cheque Number: _____