



ALTERNATIVE PRO-D EVENT EXPENSE APPLICATION FORM

Name	Worksite	Employee Number
Work Phone	Email	Grade/Subjects

Important Info:

- This form is for pre-approved non-standard events (see website)
- To ensure funding **do not book TTOCs or incur any expenses** until you have your event pre-approved **and** you have checked that you have funding available.
- Email sooketeachers@shaw.ca to check the amount available to you in the collective fund.
- See your site based Pro-D rep for site funds
- See www.sooketeachers.org Pro-D page for the pre-approval form

PRE-APPROVAL

Only alternate events that have been pre-approved by the Pro-D committee will be considered. Please attach proof of pre-approval (email from the Pro-D Committee or STA Office Manager) to this application.

If you did not receive pre-approval do not fill out this form as you are not eligible for funding. You may appeal special circumstances to the Pro-D committee in writing to sooketeachers@shaw.ca

BCTF Cost Guidelines (as of October 2017)

Meals	Mileage
<ul style="list-style-type: none"> • Breakfast \$14 • Lunch \$16 • Dinner \$26 	\$0.52 /km (Mileage is not available for events located within the CRD)

Questions? Please email:
sooketeachers@shaw.ca

Website www.sooketeachers.org

Pro-D Event/Expense Details					
Event Name			Date	Location	
Please attach proof of pre-approval					
Expense Claims <i>(All receipts must be attached or scanned. Note: original copies may be requested) Only pre-approved expenses are eligible</i>					Totals
Registration Fee					\$
Accommodation/ Food (Food receipts not required. See restrictions on reverse)	Breakfast date(s):	Lunch date(s)	Dinner date(s)	Nights Stayed, dates	(Accommodation, food and mileage cannot exceed \$800 without PDC pre-approval)
	Breakfasts Total \$	Lunch Total \$	Dinner Total \$	Total \$	
Ferry/Air/Bus/Train /Taxi	Members should use the fastest and most economical mode of transportation available. Ferry reservation fees are acceptable. Attach receipts.			\$	Travel/Accommodation Total \$
Mileage \$0.52/km (Cannot claim within CRD)	km claimed	x\$0.52= \$			
	Parking (attach receipts)	= \$			
TTOC Time (if required complete Pro-D leave form and attached approval confirmation)					
Total Expenses Requested					\$

What funds would you like to access?

Amount from Site Based Funds	\$	Amount from Collective Fund	\$
<p>Authorization By signing below (or submitting by email by rep to sooketeachers@shaw.ca), I have read and agree to abide by the terms of the current version of the Pro-D Policy Handbook.</p> <p>School Pro-D Rep Authorization _____ (or verified by email) Site _____</p> <p>Claimant Authorization _____ (or verified by email)</p>			

Committee use only	Date Received _____	Collective Funds Available \$ _____
Authorization Pro-D Chair _____ (email)	PDC Member _____	(or verified by email)
Site Based Funds Approved \$ _____	Collective Funds Approved \$ _____	
Cheque # _____	Date Issued _____	