

#### School District No. 64 (Gulf Islands)

### PROFESSIONAL DEVELOPMENT APPLICATION FORM

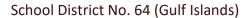
Approval #

Applicant's Name:		Date:	Date:		
School/Dept. & Position		Applicant's Sign	Applicant's Signature:		
Event:					
Location:		Event Date:	Event Date:		
EXPENSE CLAIM	Estimated Expense	es Actual Amount	Office Use	e Only	
Registration			Authorized	Amount	
Accommodations			\$	Initial	
Ferry					
Automobile (km)	# of km:		Payment Approved		
Bicycling (km)	# or km:		\$	Initial	
Breakfasts on (dates)					
Lunches on (dates)			Year End	Claim	
Dinners on (dates)					
Miscellaneous					
Total					
Leave of Absence: No  Number of days absent:	> >	ease submit LOA forms <u>two</u> GITA – Elaine Jacobson CUPE – Angie Gray: <u>tre</u>	: <u>ejacobson@sd64.c</u>		
G.I.T.A. Pro D C.U.P.E. Pro D					
Authorized – Pro D Rep.		Date			
			Date		

#### **Expense Claim Amounts**

Please do not claim for meals that are provided at an event.

- 1. Submit the form **two weeks prior** to the event.
- 2. Remember to save your 'ORIGINAL RECEIPTS' to submit with an approved application. The Auditors do not consider a canceled cheque, debit, or credit slip to be a receipt. You do not need to provide meal receipts (reimbursement per diem indicate dates. Rates on the following page)
- 3. Accommodation Note: \$30.00 per night for 'hostess gift' if staying in a private home





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# **Current Rates (Travel and Per Diem)**

### As of November 27, 2023

	CUPE	GITA
Travel	\$.68 /km	\$0.68 /km
Bicycle	\$0.26 /km	\$0.26 /km
Breakfast	\$20	\$20
Lunch	\$25	\$25
Dinner	\$40	\$40