**Sa-Hali Secondary Pro-D Funds Application – 2016/17**

Amounts subject to change annually

Flat rate cost to Vancouver: $355

Flat rate cost to Kelowna: $163

Flat rate cost to Victoria: $600 (includes ferry)

Name:

Conference Details

|  |  |  |
| --- | --- | --- |
| Name of Event | Date(s) | Location |
|  |  |  |

Expenses: **Provide Itemized Receipts**

|  |  |  |
| --- | --- | --- |
| Registration: | *Recognized educational institution* | $ |
| Travel: | *$0.50 per km,*  *or flat rate (see above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ km* | $ |
| Parking: | *Max $10 per day* | $ |
| Car Pool: | *$0.10 per km per person you took* | $0.10 x \_\_\_ x \_\_\_\_\_\_km = |
| Accommodation: | *There is a max per night, use chart below* | $ |
| Meals: | *There is a max per meal, use chart below* | $ |
| Membership Fee: | *Recognized Educational Institution* | $ |
| Journal Subscription or  Professional Materials: | *Recognized Educational Institution* | $ |
| *Total Claim* | | $ |
| *Subtract funds already received* | | -$ |
| ***Net Claim*** | | $ |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Reimbursement Maximums*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Breakfast | Lunch | Dinner | Hotel  Oct 1 – Apr 30 | Hotel  May 1 – Sep 30 | Private Accommod. |
| $12 | $15 | $25 | Van. $130  Vic. $120  Kel. $120 | Van. $150  Vic. $130  Kel. $130 | $35  (no receipt needed) |

Return this form and **ALL receipts** to the school Pro-D treasurer.

Pay outs are made in January and June according to our policy.

You may spend more than listed maximums, but may only claim up to the max.

Ex: if you spend $190 on a Kelowna hotel room in Nov. you only claim $120 per night.