HOSTING A WORKSHOP
To bring in an expert for a school/group

Step 1: To be completed as early as possible **before** the scheduled workshop.

Person requesting funds: _____ Application Date: _____

School: _____ Contact's Phone: _____

Contact Email: _____ Presenter Name: _____

* email should be suitable for etransfer

Workshop Title: _____ Date of Workshop: _____

EXPENSES (all fields required - use $0.00 if applicable)

			Fill out to be approved: Step 1 (Estimated)	Fill out after the event (* these items require receipts): Step 2 (Actual) (Please type totals below)
1.TRAVEL:	Airfare (including baggage and seat fees)	$ 0.00	$ 0.00	$ 0.00
	Ground Transportation (taxi or transit)(max $75/day)	$ 0.00		
	or		or	or *
	Mileage 0 km @ $0.68/km		$ 0.00	$ 0.00
2. MEALS:	# 0 days @ $85 max/day		$ 0.00	$ 0.00
3. ROOM:	# 0 nights @ $ 0 /night		$ 0.00	* $ 0.00
4. PRESENTER HONOURARIUM / FEE:			$ 0.00	* $ 0.00
	TOTAL:		$ 0.00	$ 0.00

Applicant's Signature: _____

I confirm the above information to be accurate

Office Use Only

Approved: _____ **Total Approved:** $ 0.00

Date: Amount Paid: e-transfer/cheque #:

(StDev) updated by CDTA Pro-D Committee on Oct 2023

Activity Rationale/Objectives: How does this workshop connect to practice and students?
Who will be attending?

INSTRUCTIONS FOR COMPLETING THIS FORM:

- Complete Step 1 of this form, including estimated costs, as early as possible before the scheduled workshop.

- Do not include receipts at this time.

- Email a copy to your School Pro-D Rep.

- An APPROVED copy will be returned to you by your School Pro-D Rep. This will be forwarded to you within a day or two after the meeting (the Funding Committee only meets on the 2nd Tuesday of the month). You must save this form and add expense info to this approved application (see Part 2).

- Complete Step 2 of this form after completing the workshop. Please do not fill out Part 2 until all dates of the workshop are finished.

- Email the completed copy, including required receipts.

- Save the copy for your records.

✓ Funding will be distributed on a first-come, first-served basis

Mileage Chart (distances from Cranbrook)

Kimberley – 32 km	Jaffray – 51 km	Fernie – 100 km
Sparwood – 130 km	Invermere – 137 km	Elkford – 165 km
Lethbridge – 307 km	Calgary – 388 km	Kelowna – 532 km
Edmonton – 678 km	Vancouver – 845 km	