



# STAFF RETREAT APPLICATION AND EXPENSE FORM

To support staff retreats (up to \$100/CDTA member) when all staff agrees to participate on a professional day. Schools are eligible to apply once every 3 years.

## *STEP 1: (Prior to retreat)*

Person requesting funds:

School:

Date:

Contact Email:

Contact Phone:

*\*email suitable for etransfer*

Date of Retreat:

Activity Rationale/Objectives:

# people @ \$100/person =

Applicant's Signature:

*I confirm the above information to be accurate*

---

### ***For Office Use Only***

*Approved:*

*Total Approved:*

---

**STEP 2:** Please fill this page out after Staff Retreat is over

Submit receipts electronically to your Pro-D Rep with this form for reimbursement.  
Please also include a list of all CDTA  
members in attendance.

*Record CDTA Members in Attendance below:*

---

***For Office Use Only***

Date:

Amount Paid:

etransfer/Cheque #: