



# STAFF RETREAT APPLICATION AND EXPENSE FORM

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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:

Date of Retreat:

Activity Rationale/Objectives:

# people @ \$100/person =

Applicant's Signature:

*I confirm the above information to be accurate*

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***For Office Use Only***

*Approved:*

*Total Approved:*

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**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:*

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***For Office Use Only***

Date:

Amount Paid:

Cheque #:

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