



School-Based Pro-D Refreshment Expense Claim Form

Coffee and snacks can be provided for a school-based Pro-D day (**up to** \$7/member).

Person requesting funds:

School:

Date:

Contact Email:

Contact Phone:

**choose email suitable for etransfer*

Date of Pro-D:

#

CDTA members @ **up to** \$7/person =

(capped at \$300/school/prod day)

Applicant's Signature:

I confirm the above information to be accurate

Receipts for coffee and snacks MUST be submitted electronically to your Pro-D Rep with this form for reimbursement.

For Office Use Only

Date:

Amount Paid:

ettransfer/Cheque #: