



STAFF RETREAT APPLICATION AND EXPENSE FORM

To support staff retreats (**up to** \$200/CDTA member) when all staff agrees to participate on a professional day. Schools are eligible to apply once every 3 years. (*Must attach all receipts)

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 @ **up to** \$200/person =

*(*Must include all receipts)*

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 #:
