

ANNEX A

Riverside School Board  
PROFESSIONALS' PROFESSIONAL IMPROVEMENT

***REQUEST TO ATTEND A PROFESSIONAL DEVELOPMENT ACTIVITY***

**1. Applicant:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dept./School/Centre: \_\_\_\_\_

**2. Activity:**

Name of activity you wish to attend: \_\_\_\_\_  
(Please attach copy of program)

Dates required for attendance: from \_\_\_\_\_ to \_\_\_\_\_ incl.

Duration: \_\_\_\_\_ hours

Location of activity: \_\_\_\_\_

Reasons for request: \_\_\_\_\_  
\_\_\_\_\_

**3. Estimated expenses:**

a) Registration Fee: \$ \_\_\_\_\_

b) Transportation: \$ \_\_\_\_\_

c) Hotel: \$ \_\_\_\_\_

d) Meals: \$ \_\_\_\_\_

e) Other (specify):  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

**Balance in my allocation: \$ \_\_\_\_\_**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**Approval by Immediate Superior: \_\_\_\_\_**