

TEACHERS' PROFESSIONAL IMPROVEMENT COMMITTEE
Request to Attend In-Service Activity

1. Please submit this request to the Department of Human Resources after it has been signed by the designated authority and **include a copy of the programme**. The original signed document **MUST** be sent. A copy/fax/e-mail is not sufficient. Applications must be received **20 working days ahead of the conference date.**

NAME: _____ SCHOOL: _____

SUBJECT TAUGHT: _____ Elementary Secondary Adult/Voc.Ed.

2. **ACTIVITY:**

Name of activity you wish to attend: _____

Dates required for attendance from: _____ to _____ inclusive.
Month / day / year Month / day / year

Duration: _____ hours. Location of Activity: _____

Substitute teacher required from: _____ to _____ inclusive.
Month / day / year Month / day / year

Reason for request: _____

3. List conferences attended in past 12 months for which PIC funds were used. NONE

4. **ESTIMATED EXPENSES:** PLEASE NOTE: Substitution costs will be withdrawn before all other expenses.

Registration fee (Membership fee not included) \$ _____

Substitution costs (\$244.91 per day for Elem. & Sec. OR \$55.38/hr for ACCESS) \$ _____

A. Out-Of-Town Conferences

Transportation \$ _____

Meals: \$12.00 Breakfast \$ _____

\$23.00 Lunch \$ _____

\$35.00 Dinner \$ _____

Hotel (\$180.00 per night if applicable) \$ _____

B. Montreal Area Conferences \$ _____ (receipts required)

\$60 maximum per day (includes parking, food, transportation)

Total A or B \$ _____

Other (specify) \$ _____

TOTAL: \$ _____

APPLICANT: _____ DATE: _____

DESIGNATED AUTHORITY: _____