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 **ESTIMATED EXPENSES:** ***PLEASE NOTE: Substitution costs will be withdrawn before all other expenses.***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/day -jour) ou ($174.74 /half-day- demi-journée)**	$_____
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 _____ /

Teachers only