

**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 and a copy of your schedule so we may calculate substitution accurately** by email to [PIC\\_HR@rsb.qc.ca](mailto:PIC_HR@rsb.qc.ca) **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:** You are allowed a MAXIMUM of 2 days substitution which will be covered above the \$1000 in-service activity expenses. If you request more than 2 days of substitution that amount will be deducted from your \$1000 in-service activity before all other requested expenses

Registration fee (Membership fee not included) \$ \_\_\_\_\_

Substitution costs If more than 2 days substitution - amount will be calculated based on number of minutes (total minutes of tasks as per weekly workload). \$ \_\_\_\_\_

(please provide your schedule so we may calculate accurately)

(adult ed &amp; voc.ed \$80.76/per 60 minutes) &amp; (youth sector \$61.60/per 60 minutes)

**A. Out-Of-Town Conferences**

Transportation \$ \_\_\_\_\_

Meals: \$15.00 Breakfast \$ \_\_\_\_\_

\$23.00 Lunch \$ \_\_\_\_\_

\$35.00 Dinner \$ \_\_\_\_\_

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

Shared lodging expenses must include all last names on the receipt and each person should pay with their own credit card OR have the lodging invoice split into separate bills.

**B. Montreal Area Conferences** \$ \_\_\_\_\_ (receipts required)

\$100 maximum per day (includes parking, food, transportation)

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

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

DESIGNATED AUTHORITY: \_\_\_\_\_