



School District 19
(Revelstoke)

REVELSTOKE BOARD OF EDUCATION TEACHER PROFESSIONAL DEVELOPMENT

A

Name: _____ School: _____

Activity: _____

(Refer to completion guidelines chart) attach conference program/agenda OR if an individualized activity, complete Section D

Location of Activity: _____ Date of Activity: _____

Signature of Applicant: _____ Pro D Rep: _____
Initials

Date Submitted: _____

B

APPLICATION FOR LEAVE OF ABSENCE

Date(s): _____

Pro D Release Bank Day Leave of Absence Leave Request # _____

<p>Leave Approval:</p> <p>_____</p> <p>Principal</p>	<p>Explanatory Notes:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Pro D Release Bank—Article F.3 ____ days</p> <p><input type="checkbox"/> Short Term Leave—Article G.34 ____ days</p>
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C

APPLICATION FOR REIMBURSEMENT FROM PRO D FUNDS	ESTIMATED COST	ACTUAL COST
Travel: .59¢ per km ____ Total km		
Miscellaneous (Taxi, Parking, etc.): _____ (attach receipts)		
Accommodations: \$ _____ Per Night (Receipt Required) or \$ 20.00 Personal Accommodation		
Meals: Breakfast ____ at \$ 10.00 PER MEAL		
Lunch ____ at \$ 17.00 PER MEAL		
Dinner ____ at \$ 23.00 PER MEAL		
Registration: \$ _____ <input type="checkbox"/> Paid, reimburse <input type="checkbox"/> Send to organization		
Technology Purchase (complete section E)		
TOTAL COST:		
<p>Expense Authorization: _____ Principal</p> <p>Date: _____</p>		

