

OUT OF PROVINCE EMPLOYEE TRAVEL

Background

All requests for travel to locations outside of the Province of Alberta by employees of Peace River School Division, while on Peace River School Division business, whether for professional development, or to attend a conference or meeting, shall be reviewed by the Superintendent of Schools.

Procedures

1. All employees are to complete the “Out of Province Travel Request” (Form 439-01).
2. The completed form is to be sent to the Superintendent of Schools for review and approval.
3. Such travel requests may be approved subject to the applicant being able to demonstrate to the Superintendent’s satisfaction that:
 - 3.1 The activity will provide value to the individual and to Peace River School Division as it relates to the current or future role of the individual with Peace River School Division.
 - 3.2 The cost of the activity and the funding resources are outlined in the request letter.

Adopted/Revised: JUN 2019

Reference: