



PEACE RIVER SCHOOL DIVISION
Out of Province Employee Travel Request Form

DATE: _____

TO: Jeff Thompson
Superintendent of Schools
Peace River School Division

FROM: _____
Employee

I would like to indicate my intention to travel outside of Alberta to (destination) _____
from (dates) _____ to _____ to attend _____.

This activity will provide value to myself and to Peace River School Division.

Explain how:

The total cost of the activity is \$ _____ with the following funding sources:

School _____

Division _____

Other _____

Thank you,

Sincerely,

Employee Name

School/Office

Superintendent Approval

Date