



**PEACE RIVER SCHOOL DIVISION**  
**Out of Province Employee Travel Request Form**

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

TO: Adam Murray  
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