

## Pre-Approval Application for Professional Development Travel Expenses Over \$500

- This form is to be used when planned travel expenses are not directly linked to a workshop, seminar, or conference.
- Pre-approval requests must be submitted to the site Professional Development Committee at least 30 days prior to the planned travel dates. Pre-approval requests for summer Professional Development travel must be submitted by June 1<sup>st</sup>.
- Planned professional development activities must fit within the BCTF Professional Development Lens. Please include sufficient information in your application to confirm the accountable use of professional development funds, such that the integrity, credibility and reputation of the teaching profession is maintained.

Name: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Planned pro-d travel dates: \_\_\_\_\_

Planned pro-d location(s): \_\_\_\_\_

Professional development goal and supporting activities plan: \_\_\_\_\_

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Expected expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pro-D Committee travel expense pre-approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_