

**Personal Professional Development**  
**Reimbursement Requisition Form**  
**2019/2020**

◆ Date of application: \_\_\_\_\_

◆ I, \_\_\_\_\_ at \_\_\_\_\_  
(Name / **please print**) (School)  
request a personal reimbursement from the Professional  
Development Committee for the amount of \$ \_\_\_\_\_.

◆ I attended \_\_\_\_\_  
(Name of course)  
on \_\_\_\_\_.  
(Date of course)

◆ Please find attached my **ORIGINAL** receipt.

◆ **Attached documentation of successful completion of  
course/workshop for the current school year.**

◆ Signature of applicant: \_\_\_\_\_

◆ Please return this completed form to :

**Karen Walker**  
**C/O Sun Valley School**

◆ P.D. Reimbursements Committee Chair's Signature:  
\_\_\_\_\_ Date: \_\_\_\_\_

◆ R.E.T.E.A. Executive Treasurer's Signature:  
\_\_\_\_\_ Date: \_\_\_\_\_

◆ **\*\*\*Please keep a copy of your receipt\*\*\***