

### 3.4.1F2 Professional Learning/Activity Request Form

I, \_\_\_\_\_, would like to attend:  
Employee's Name

\_\_\_\_\_  
Name of Event

being held at \_\_\_\_\_  
Location of Event

on \_\_\_\_\_.  
Date(s)

Travel request is attached: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
Transportation Request is attached: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Please initial below:

\_\_\_\_\_ This activity is not required by the Van Buren School District, and by **volunteering** to attend I understand that I will not receive additional compensation.

\_\_\_\_\_ I have discussed the **rooming and travel details** (if applicable) with my supervisor for the above activity and **agree** with the arrangements as they are listed on the Travel Request Form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

' Approved ' Denied

\_\_\_\_\_  
District Administrator's Signature

\_\_\_\_\_  
Date