



Request for App

attendance.

such materials, including time spent and your evaluation of their worth to you and others.

9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).

Attach report within one month after completion, including daily itinerary explaining what was done and seen each day and an appraisal of the trip.

Action by Administrator, Human Resource Services or Designee

Number of professional improvement units authorized:_____	
☒	Units will be approved if modified as indicated below.
☒	Units not authorized because:

Authorized Signature

Date

(Original to be returned to applicant for his/her personal file; duplicate to be filed in Human Resource Services. The units authorized will be forwarded to the appropriate Personnel Technician in Human Resource Services.)

Distribution: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.