

**ATTACHMENT 3:
PROFESSIONAL ENRICHMENT PROGRAM
TRAVEL REPORT**

Time recommendation
Two months after travel

Please complete the section below and forward with a copy of your professional enrichment leave report

Section 1: Principal Details	
PRINCIPAL NAME	
SCHOOL NAME	
SCHOOL LOCATION	
EMPLOYER	

Section 2: Period of Leave and Destination			
PROPOSED DATES OF LEAVE <i>(Please include total planned absence inclusive of non-term periods, other leave to be taken)</i>	START DATE (dd/mm/yy)	FINISH DATE (dd/mm/yy)	
Destinations			
FROM: (dd/mm/yy)	TO: (dd/mm/yy)	CITY/AREA	COUNTRY

Section 3: Professional Enrichment Program Report
Please provide a report summarising the activities undertaken as part of your recent professional enrichment leave program and whether the objectives have been reached. Please also include details of specific outcomes which could be proposed for you in your role as a principal or for the school more broadly.
<p>Your report could include the following:</p> <ul style="list-style-type: none"> • the activities undertaken and their location • details of the institutions and individuals and outcomes of these visits • details of conferences, workshops, seminars, pilgrims, courses attended • comments on the ways in which professional enrichment program relates to: <ul style="list-style-type: none"> – previous professional enrichment leave or development activities (as relevant) – current professional or spiritual development activities and objectives – current school leadership priorities – future school leadership aims – general engagement of school community to Catholic identity aims – charism formation at the school • comments on the benefits anticipated from the professional enrichment program • details of work associated with the professional enrichment program that has been completed or to be completed • general comments, observations and recommendations.

Travel Expense Confirmation

Tick all as appropriate and attach to report:

- Invoice/s or receipts for airfares and other transport costs (i.e. car hire)
- Invoice/s or receipts for conferences / courses / seminars / educational sessions
- Invoice/s or receipts for accommodation
- Travel diary
- Receipts for meals
- Receipts for incidental expenses

APPROVAL: TO BE COMPLETED BY EMPLOYER AND PRINCIPAL

APPROVAL NOTES	
EMPLOYER'S SIGNATURE	DATE
PRINCIPAL'S SIGNATURE	DATE

The Guidelines are provided for assistance in relation to the arrangement for professional enrichment leave for principals and employers. The Guidelines are not intended to be legally binding on the employer, the principal, the relevant Catholic education office or the Catholic Education Commission of Victoria Ltd (CECV). The Guidelines are not intended to be incorporated into a principal's contract of employment. The CECV may modify, replace or withdraw the Guidelines at any time.