



**IslandLink Library Federation**  
 3185 West Road  
 Nanaimo, BC V9R 6X1  
 1-855-927-2005 phone  
[lbeswick@islandlink.ca](mailto:lbeswick@islandlink.ca)  
<http://www.islandlink.ca>

**IslandLink Library Federation (ILLF) Professional Development/Training Application**

<b>Name of Applicant:</b>			
<b>Library:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Title of Course/Conference/Event: (one event per application)</b>			
<b>Sponsor of Event: (organization/group)</b>			
<b>Date:</b>		<b>Location:</b>	
<b>Purpose/Learning Objectives:</b>			
<b>Travel Costs (to ILLF Policy Limits):</b>		<b>Other Costs:</b>	
Accommodation	\$	Registration/Fees	\$
Mileage (.52/km)		Staff replacement costs	
Ferries		Other (specify):	
Airfare			
Per diem			
Other (specify):			
<b>TOTAL TRAVEL:</b>		<b>TOTAL OTHER</b>	
Funding requested from IslandLink: \$ _____			
<i>I confirm that the applicant will not be reimbursed for the expenses being claimed from other sources.</i>			
<b>Signature of Applicant or Library Director/Supervisor:</b> _____			
<b>IslandLink Approval:</b>			<b>Date:</b>

Submit this form **PRIOR** to PD/training events.

**For reimbursement**, submit an IslandLink Travel Expense Claim Form (or General Expense Claim Form if no travel is required) and a short (1 paragraph) report after the event to:

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