

PROFESSIONAL LEAVE REQUEST FORM

When and how to use this form: To request leave from your regular duties to attend a professional function or other job-related travel, and related expenses. Submit completed form and associated paperwork to your principal or immediate supervisor for approval as soon as possible before date of travel. Approved registration expenses will be paid by purchase order if possible. Other approved travel expenses will be reimbursed to you once you have submitted an expense voucher and receipts following your trip. **You are responsible for making your own travel and lodging arrangements.** Use school vehicles whenever possible by completing a School Car Request form.

EMPLOYEE INFORMATION	
NAME:	
LEAVE DATES/TIMES REQUESTED: From _____ / _____ / _____ through _____ / _____ / _____ month day year month day year	
PURPOSE OF TRAVEL	
FUNCTION TITLE/DESCRIPTION:	
LOCATION: (Site, City, State)	
ANTICIPATED EXPENSES REQUESTED	
Registration Fee: \$_____ (If you wish the district to prepay, submit a purchase request with your completed registration form to the district office at least 10 days before registration deadline. If group will not accept a purchase order, submit a Direct Pay Request form with your completed registration form to the district office by the 5 th or 20 th of the month at least 10 days before registration is due.)	
Lodging for _____ nights, dates: _____ (Save your receipts; or, if hotel will accept a purchase order, make your reservation and submit a purchase request stating confirmation number and cost to the district office at least 10 days before your departure.)	
Meals: approximate number: _____ (Save your receipts.)	
School Vehicle (Complete a School Car Request form.)	
Personal Mileage for: _____ miles (Use if school vehicle is unavailable. Mileage will be reimbursed at the rate stated in most recent bargaining agreement.)	
Parking: \$_____ (Save your receipts.)	
Other expenses: _____	
EMPLOYEE SIGNATURE:	DATE:
PRINCIPAL/SUPERVISOR APPROVAL	
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Charge to curriculum account (Requires approval of C & I Director)	Charge to building account:
PRINCIPAL/SUPERVISOR SIGNATURE:	DATE:

Substitute Teacher Needed: Yes No

Hours Needed: _____

SUBMIT A COPY TO THE DISTRICT OFFICE AFTER APPROVAL BY SUPERVISOR