

Date of Request: _____

Franklin County Schools

Employee Travel and Professional Learning Program Prior Approval Form

THIS APPLICATION MUST BE COMPLETED 10 DAYS PRIOR TO ACTIVITY

NAME _____ Employee ID # _____

Grade/Subject _____ School _____

Prof. Dev. Activity _____ Date(s) _____
Name of Conference/Workshop

Location _____

Purpose of Activity _____

Educational Value to System _____

Substitute Teacher Required: Yes _____ **No** _____

Estimated Cost of Trip:

Registration \$ _____ Lodging (# of nights) \$ _____

Meals (required overnight stay) \$ _____ Mileage (_____) (53.5¢ per mile) \$ _____

Substitute # of days _____ x *(\$70.00 or \$100) = \$ _____

*(Non-certified sub or Certified sub; see your sick leave administrative assistant in your building)

Total Estimated Cost Of Trip/Activity \$ _____

PRINCIPAL: PLEASE CHECK FUNDING SOURCE TO RESERVE THESE FUNDS

_____ State Prof. Learning	_____ IDEA (SpEd)
_____ Title I	_____ CTAE
_____ Title II – Teacher Quality	_____ Drug Free Schools
_____ Title III - LEP	_____ Other _____

The employee listed above has my permission to attend this educational activity. I certify that the activity meets:

_____ School Improvement Goals _____ Professional Growth Plan _____ System Goals _____ Certification

Signature of Principal/Supervisor Date

Return completed form to the Professional Development Department. You are expected to present information to faculty/department members upon returning from the conference/workshop. Please complete the Travel Form and return it to Professional Development Office upon completion of the professional development experience. Expense forms for each professional development activity request form must be completed and turned in for payment within two (2) weeks after activity has been completed to insure payment.

Professional Learning Use Only

_____ Approved _____ Not Approved

All documentation must be presented before credit is issued.

Signature of Professional Learning Coordinator

Date Returned
PLU Form 1 Revised 08/15/2017