

Professional Leave Form

All requests for professional leave must be submitted **TWO WEEKS** prior to the meeting date. All requests must include the name of the funding source that will be paying for the travel. The approval of the school principal, as well as, the project director must be included on this form. You will receive a copy of this request when approved or disapproved.

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I _____ request professional leave on the following date(s) _____

to attend _____ at _____

I will be absent from my duties at _____ Number of days requested _____

Substitute Necessary Yes No Substitute's Name _____

Estimated cost _____ **Any expenses incurred by school or board office due to non-cancellation or no show will be the responsibility of the staff member.**

Staff Member's Signature _____ Date _____

Principal's Approval _____ Date _____

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****THIS SECTION TO BE COMPLETED BY PROJECT DIRECTOR****

Funding source (Example: Vocational, CTE, Staff Dev.) _____

Project code _____ Approved Disapproved

Project Director's Signature _____ Date _____

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****COMPLETE THIS SECTION ONLY WHEN REIMBURSABLE EXPENSES ARE INCURRED****

TRAVEL EXPENSES

| Vendor/Payable to (Example: Embassy, Parking, Outback) | To | Destination From | Miles | Transportation Cost | Meals | Lodging | Other | Total |
|--|----|---------------------|-------|------------------------|-------|---------|-------|-------|
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| TOTALS→ | | | | | | | | |

**I hereby certify that the above expenses are true and accurate and were incurred on professional travel.

If expenses are incurred, return this form **with itemized receipts attached to the project director.

Staff Member's Signature _____ Date _____

Director's Signature _____ Date _____