

### PROFESSIONAL DEVELOPMENT/LEAVE REQUEST

This form should be completed for all Professional Development. For out of state travel, a request to attend a professional event should be submitted to your Supervisor 4 to 6 weeks (if possible) prior to the meeting so the Board of Education can approve the request.

Name \_\_\_\_\_ Position \_\_\_\_\_

Name of Event \_\_\_\_\_ Development

Event Sponsor \_\_\_\_\_ Leave

Event Location \_\_\_\_\_ Dates of Event \_\_\_\_\_

How will the event assist you in the performance of your current assignment?

Vehicle Requested      Yes      No      If yes, please complete Vehicle Request form.

Substitute Required      Yes      No

Estimated Costs for Approval

Registration

Substitute \$100/day x \_\_\_\_\_ days

Parking

Lodging per night      x      # of nights

Meals

Other Travel Cost and Misc.

Personal Vehicle Miles:      @ \$ .575/mi      \_\_\_\_\_

\_\_\_\_\_  
 Staff Member      Date

\_\_\_\_\_  
 Supervisor      Date

\_\_\_\_\_  
 Director      Date

Action of Superintendent       Approved       Declined

\_\_\_\_\_  
 Superintendent      Date

Comments