

Ross Local School District
Professional Leave Request
 (Effective January, 2008)

Request to attend professionally sponsored meeting or function.

Applicant's Signature	School	Date Request Made
Meeting or Function		
Location		
Date(s)		

Is a substitute required? _____ If yes, how many days? _____

What is the funding source for this activity? _____
 (To be completed by the building principal)

In the space below please indicate the estimated expenses associated with this request.
 Note: An approved requisition(s) must accompany this form.

A. Mileage _____ miles x .505 per mile =	\$ _____
(beyond normal commute)	
B. Meals	\$ _____
C. Registration	\$ _____
D. Lodging	\$ _____
E. Other Expenses	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Estimated Expenses	\$ _____

Recommended Yes _____
 No _____

	Building Principal	Date
Approved	Yes _____	
	No _____	
	Superintendent	Date

(See reverse side of form for reimbursement guidelines)

Professional Leave Request Procedures for Reimbursement

The following items will be reimbursed provided proper documentation/receipts are submitted.

1. Registration
2. Parking
3. Mileage beyond the normal commute
4. \$25.00 a day for meals
5. Lodging for multi-day workshops
6. Lodging for a 1 day workshop, if farther away than a distance equal to the Columbus area.

The following items will NOT be reimbursed.

1. Meals for a 1 day workshop
2. Lodging for a 1 day workshop, unless farther away than a distance equal to the Columbus area
3. Taxes, except on hotel charges
4. Personal phone calls
5. Alcoholic beverages and tips

Be SURE to attach necessary requisition(s) to this form (i.e., meals, parking, mileage, lodging, etc.)

If your registration is paid in advance by the district, no receipt verifying registration payment is necessary, unless notified by the Treasurer's Office.

If you pay your registration, an original receipt must be submitted for reimbursement.

If registration is paid in advance by the Treasurer's Office and the employee does not attend and the organization has a no refund policy, it will be the employee's responsibility to reimburse the Board of Education for payment.

CREDIT CARD RECEIPTS that are NOT itemized WILL NOT BE ACCEPTED!!

Remember to file a "Claim for Reimbursement" upon return.