

Eastland School District 308

Application for Professional Leave

(Section 7.10 of Master Contract)

NOTE: To be completed and submitted in advance for approval to be absent from work and/or to have expenses paid by the District for a professional development activity.

Name: _____

Activity Name: _____ (attach copy of brochure if available)

Date(s) of Activity: _____

School days on which you will be absent: _____

Estimated Expenses:

- Registration: \$ _____ payable to _____
Registration to be completed by: _____ myself _____ district office, via:
_____ PO request _____ mail in _____ pay online _____ already pd (will request reimb)
- Transportation: District vehicle has been requested: _____ Granted _____ Denied
\$ _____ for use of personal vehicle (if District vehicle denied) @ IRS rate/mile for _____ miles
- Lodging: \$ _____ broken down as follows:
_____ night(s) @ \$ _____ / night
_____ Please check here if you will be lodging with another District employee.
- Food and/or other expense:
\$ _____ for estimated meal costs
\$ _____ for additional costs for _____

NOTE: Actual expenses must be itemized and submitted as a Request for Reimbursement of Expenses after the event, unless those expenses were pre-paid.

Teacher(s) Signature: _____ Date: _____

Principal Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Substitute Assigned: _____

(to be completed by office staff)