

**MARGARETTA LOCAL SCHOOLS  
PROFESSIONAL LEAVE REQUEST**  
(This form must accompany Absence Form)

Name \_\_\_\_\_ Bldg. \_\_\_\_\_ Application Date \_\_\_\_\_

Date of Absence \_\_\_\_\_ Is Substitute Required \_\_\_\_\_

Nature of Professional Conference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Expenses you wish reimbursed: Lodging \_\_\_\_\_ Meals \_\_\_\_\_

Travel \_\_\_\_\_ Registration \_\_\_\_\_

**Receipts will be required for any reimbursements** TOTAL \_\_\_\_\_

Out of state conferences will require Board of Education approval – your requests should be submitted

45 days in advance to allow sufficient time.

Approved

Disapproved

Signature of Building Principal \_\_\_\_\_

Approved

Disapproved

Signature of Superintendent \_\_\_\_\_

**BOARD POLICY – EXPENSES**

Must complete: Expense Voucher Form

1. Lodging - Receipts must be attached. If more than one person had the room you must list the names unless you only claim the single room rate. **EXAMPLE:** Teacher goes to workshop and takes spouse. The claim for reimbursement must be for the single room rate. You cannot claim expenses for your spouse. If two employees shared the room then both names must be listed.
2. Meals - Receipts must be attached. Reimbursement of employees for meals while out of the district on district business will be actual expenses up to a maximum of \$20.00 per day, exclusive of tips.
3. Other - Registration, parking, and turnpike tolls require a receipt. Explain all claims in this column.
3. Reasons - Describe the reason for expenses. **EXAMPLE:** English Workshop, Principals Workshop, etc.