

Professional Development Leave Request

1. All professional development leave request must be submitted for approval through the employee kiosk two (2) weeks in advance, when possible, of the leave. Once your supervisor approves the request, please contact the Treasurer to initiate the registration and lodging arrangements if needed. The contact will allow the Treasurer to know whether you can register online with a credit card or if you will need a check for your registration.
2. The Treasurer's office will create a purchase order to cover the professional development leave. The staff member requesting the leave will receive a copy of the purchase order. The purchase order will reflect the estimated charges for the professional development as entered in the employee kiosk. The district will cover registration fees, lodging, and meals as appropriate to the leave. All staff members are to request the use of a school van through the Transportation Director for the professional development leave. Mileage will only be reimbursed if a school van is not available. The rate of reimbursement is Universal IRS rate. If you choose to drive your own vehicle without prior approval you will be responsible for your own mileage.
3. Before leaving, please contact your building secretary to get a school credit card to pay for your lodging, parking, and any other necessity while on leave. If you have lodging, you will also need to request tax exempt forms to be given to the hotel upon your arrival. This will exempt the school from paying sales tax. While on leave, you will be responsible to pay for your own meals. Each staff member is allotted \$50.00 total per day. Please keep itemized receipts of all expenses.
4. Once you return from your leave, turn the school credit card back into the building secretary. Go into the kiosk and print off the professional leave request form. Fill in the actual expenses from your leave. Attach all itemized receipts (lodging, parking, meals, etc.) Sign the form and submit to your supervisor. Once approved by your supervisor, the form along with the receipts will be forwarded onto the Treasurer's office for processing. **Please Note: All meal receipts must be itemized to be reimbursed.**

If you have any questions, please contact the Treasurer's office.