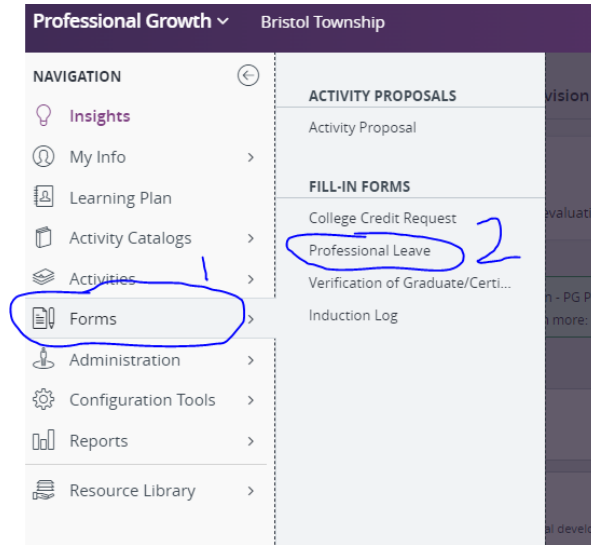


Professional Leave Procedures

The employee will complete the Professional Leave Request in Frontline, this form is located under the Professional Growth Tab. Employees will also complete and sign the Estimated Expense Claim Form (even if no expenses will be incurred). A flyer or brochure must be uploaded and attached when submitted.



The building principal or designee will approve and sign the request and submit it to the administration. The building principal must ensure that the form is completed correctly and any necessary paperwork is uploaded.

The Director of Curriculum & Instruction **OR** Supervisor of Curriculum & Instruction **OR** Director of Special Education will approve and sign the request and submit it to the Superintendent for final approval and signature.

Any requests involving an overnight stay must go to the Board for final approval, these approvals should be submitted a minimum of one month in advance of the event. If they are not submitted in advance, they may not be approved.

After the event, the employee will submit a Professional Leave Report to the Director of Curriculum & Instruction. These forms are **not** in Frontline but are available on the district webpage. Payment for expenses will not be processed until this report is received. The form for reimbursement is available on the website as well.

Forms

Please click on link to open up the form to print.

These forms need to be submitted to Supervisor of Curriculum & Instruction:

[New Course Approval](#) (Please submit **Typed**)

[Professional Leave Request](#) (Please submit **(TYPED)**)

[Professional Leave **REPORT**](#) (Please submit **(TYPED)**)

[Final Expense Sheet](#) (Please submit **(TYPED)**)

[Membership Dues Form](#) (Please submit **Typed**)

[Transportation Procedure](#)

[Trip and Transportation Request Form 2022-2023](#)

For reimbursement of expenses, the employee will complete the Final Expense Claim and attach all **original** receipts. If the purchase was online, print the receipt showing payment has been made. The employee's name must be shown on the receipt. *The district will only reimburse the person named on the receipt.*

Meals: Meals, excluding alcoholic beverages, will be reimbursed, including 15% gratuities, not to exceed \$35.00 per day. **Detailed Original** meal receipts are required. Photocopies are not acceptable for reimbursement but should be made for your records.

Auto Transportation: Mileage will be paid at the rate as determined by the IRS. Using a mileage calculator (ex. MapQuest, Google Maps), submit a printout showing the route traveled with the mileage calculated. The district will not reimburse for gasoline expenses. This is included in the mileage rate.

Tolls: Submit original receipts for reimbursement of tolls. A printout from the employee's EZ Pass account with transactions highlighted is also acceptable.