

MATHEWS LOCAL SCHOOL DISTRICT
REQUEST FOR PROFESSIONAL MEETING LEAVE

NAME _____ DATE _____

I request () day(s) professional leave to attend:

Professional Meeting _____

Sponsoring Organization _____

Location _____

Date(s) of Absence from School _____

Date(s) of Meeting _____

Are you a member of the sponsoring organization? _____

Principal's recommendation/comments: _____

*****NEW: You must provide a copy of your certificate or proof of attendance upon return of the professional meeting.*****

() 1. Full deduction of salary 3. Substitute needed: Yes _____ No _____

() 2. No deduction of salary Name of sub desired _____

4. If ½ day leave: A.M. _____ P.M. _____

ESTIMATED EXPENSES:

Travel _____ miles at .54.5 cents per mile \$ _____

Lodging for _____ night(s) _____

Meals ____ days x \$25 (maximum per day) _____

Itemized meal receipts are required for reimbursements.

Registration _____

Miscellaneous (Parking, tolls, etc.) _____

TOTAL ESTIMATED COST \$ _____

(Applicant's Signature) (Date) (Superintendent's Approval) (Date)

(Principal's Signature) (Date)

REIMBURSEMENT FORM INSTRUCTIONS: PLEASE ATTACH ALL ITEMIZED RECEIPTS FOR MEALS, LODGING, REGISTRATION FEE, AND COMPLETION CERTIFICATE. SUBMIT ONE COPY TO TREASURER'S OFFICE FOR REIMBURSEMENT.

CONFERENCE ATTENDED: _____

DATE(S) ATTENDED: _____

MILEAGE: Total Miles _____ x .54.5 cents per mile \$ _____

REGISTRATION FEE: _____ Paid Using PO _____ To Be Reimbursed _____

LODGING: _____ Nights _____ Paid Using PO _____ To Be Reimbursed _____
 (\$100 maximum per night. Higher rate with Superintendent's prior approval.)

MEALS: Maximum Rate: (\$25 per day) _____

There shall be no reimbursement for alcoholic beverages. Gratuity reimbursement is limited to 15% of bill.

Itemized meal receipts are required for reimbursement.

MISCELLANEOUS: (i.e. parking, tolls submitted with receipts) _____

TOTAL TO BE REIMBURSED \$ _____

ITEMIZED RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

DATE SUBMITTED: _____

 (Signature)

SCHEDULE OF **ROUND** TRIP MILEAGE

<u>Destination</u>	<u>From/To</u>	<u>Miles</u>
Trumbull County ESC	Currie	20 miles
Trumbull County ESC	Baker	12 miles
Trumbull County ESC	MHS	12 miles
Trumbull Career and Technical Center	Currie	19 miles
Trumbull Career and Technical Center	Baker	27 miles
Trumbull Career and Technical Center	MHS	26 miles