

MAMARONECK PUBLIC SCHOOLS
Mamaroneck, New York

ABSENCE AUTHORIZATION AND REQUEST FOR TRAVEL REIMBURSEMENT
SUBMIT AT LEAST TWO WEEKS IN ADVANCE. FOLLOW GUIDLINES ON BACK OF FORM

Complete this form and forward to the Personnel Office through your school Principal.
Approved forms will be returned to the Principal's office.

ABSENCE AUTHORIZATION

..... Today's Date

..... Name of person requesting authorization. Social Security #.

Assignment School Subject/Grade/Position

Date(s) of Absence (if half day, please state A.M. or P.M.)

Absence is requested with pay for days. Absence is requested without pay for days.

Reason & Location

A substitute teacher will be required for days. on (give dates).....

..... Employee's Signature Date Department Chairperson Date

Request Approved Request Denied Salary deduction.....days.

Asst. Supt. for Administration & Personnel's Signature Date Principal / Supervisor's Signature Date

REIMBURSEMENT REQUEST

Name (s) of other person (s) on this trip.....

MODE OF TRAVEL (Check one) School Car Personal Car Train Bus Plane Car Rental

Transportation (as indicated above) Amount or P.O. Number	Estimated Expenses \$.....	Actual Expenses \$.....
Taxi <input type="checkbox"/> Parking <input type="checkbox"/> Tolls <input type="checkbox"/>	\$.....	\$.....
Accommodations (if used, indicate P.O. #)	\$.....	\$.....

Meals Act. Exp Day	1st Day	2nd Day	3rd Day	4th Day	5th Day		
Breakfast
Lunch
Dinner

Registration Fees (if used, indicate P.O. #).....

Gratuities (if not included above)

Other expenses (explain).....

Total request (RECEIPTS REQUIRED) \$..... \$.....

I am satisfied that the above request is contractually permitted and I recommend its approval. I also authorize expenditures of money from my budget code as indicated.

Substitute Code..... Amt \$..... Travel Code..... Amt \$.....

Request Approved Request Denied

..... Asst. Supt. For Curr. & Inst. Date Signature of Principal/Supervisor Date

..... Asst. Supt. For Administration & Personnel Date Asst. Supt. For Business Operations Date