



Request to Attend Professional Activity

Complete this form to request approval to attend a meeting, training, workshop or other activity requiring absence from your work assignment. Request should be made 2 weeks prior to activity. **School Board approval is required for out-of-state trips, please submit request a minimum of one-month prior to out-of-state activity.**

1. Submit completed form to your building Office Manager for Administrator approval.
2. After Administrator approval on this form, submit leave request in RedRover for substitute purposes.
3. Coordinate with your Office Manager for registration/fee payment (school p-card use encouraged, do not use a personal credit card for payment).
4. Office Manager will forward the form to the District Office for Superintendent Approval.
5. A copy of the approved form will be sent by email to the Office Manager and Employee.
6. If reimbursement for mileage/meals/lodging is requested, please submit a copy of the approved form with backup documentation (receipts, proof of attendance, mileage forms) to the District Office for processing.

Name: _____ Date of Activity: _____

Meeting/Activity Name: _____

Location: _____ Out of State? Yes___ No___

Comments/Rationale for attendance:

Substitute Needed: Yes___ No___ Requested in RedRover: Yes___ No___

Account # (registration, fees, reimbursement)

Account # for Substitute

Reimbursement Request (please estimate for initial approval, then fill in actual cost after activity)

	Amount	Rate	Total Estimated Cost	Total Actual Cost
Mileage (use current IRS rate)	miles	\$	\$	\$
Meals (use current per diem rate)	meals	\$	\$	\$
Lodging	nights	\$	\$	\$
Registration fee		\$	\$	\$
Total Cost:			\$	\$

Employee Signature _____ Date: _____

Administrator Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____