

# Bath County Schools

Owingsville, Kentucky

## REQUEST FOR EMPLOYEE PROFESSIONAL LEAVE and REQUEST FOR PURCHASE

Request for approval must be submitted 2 weeks in advance of leave

Name of Employee(s) \_\_\_\_\_ Date of Request \_\_\_\_\_

School/Office \_\_\_\_\_ Date Received at Central Office \_\_\_\_\_

Location of Meeting \_\_\_\_\_  
(Place, City, State)

Name of Association, Conference \_\_\_\_\_

Professional Growth Objective \_\_\_\_\_

Dates of Meeting: From \_\_\_\_\_ Through \_\_\_\_\_ No. of Days Away From Work \_\_\_\_\_

Number of Students Attending (if any) \_\_\_\_\_ No. of Nights \_\_\_\_\_ Method of Transportation: Board or Personal Vehicle

Request Trip Be Approved With Funds from \_\_\_\_\_  
(Project)

Leave But With No Travel Expense \_\_\_\_\_ Partial Expenses \_\_\_\_\_ Full Expenses as per School Board Policy \_\_\_\_\_

If school Board funds are authorized a travel plan with carefully estimated expenditures must be made. This implies communication with program coordinators that can give reliable figures. Attach a program or communication if available.

Estimated Travel Expenses: No. of miles \_\_\_\_\_ (@.44 per mile)..... \$ \_\_\_\_\_

Lodging Expenses: \_\_\_\_\_ Nights @ \_\_\_\_\_ per night..... \$ \_\_\_\_\_

Meals: \_\_\_\_\_ Number..... \$ \_\_\_\_\_

Registration Fees ..... \$ \_\_\_\_\_

Other Expenses ..... \$ \_\_\_\_\_

Substitution Cost ..... Funding Source for Sub \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ..... \$ \_\_\_\_\_

### Request for Lodging

Company \_\_\_\_\_

Address \_\_\_\_\_

### Request for Registration Fees

Company \_\_\_\_\_

Address \_\_\_\_\_

No. of Rms.	Person(s)	Price	Amount
<b>Total</b>			

	Person(s)	Price	Amount
<b>Total</b>			

MUNIS CODE / Account No \_\_\_\_\_

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REQUESTED BY: \_\_\_\_\_  
Date

APPROVED \_\_\_\_\_  
(Immediate Supervisor) Date

PROGRAM DIRECTOR; \_\_\_\_\_  
Date

PURCHASING DIR. \_\_\_\_\_  
Date

PD COORDINATOR: \_\_\_\_\_  
Date

APPROVED \_\_\_\_\_  
(Superintendent) Date

The Bath County Board of Education travel policy requires all personnel to have advance approval of the Superintendent. All out-of-state travel and in-state travel exceeding \$ 150.00 in cost per individual must have prior Superintendent and Board approval. When a group (more that one) makes a request to attend a particular meeting, transportation and lodging (if applicable) must be combined into as few vehicles and rooms as feasible (for example, when two or more staff members attend a meeting and could travel in (1) vehicle and share a room but elect to take family members, the cost of extra vehicles and rooms may not be charged as travel expense.) **Board vehicles should be used for travel when available.** A maximum of \$40.00/day will be reimbursed for meals. **UPON RETURN A F75 MUST BE SUBMITTED FOR REIMBURSEMENT.** Expenses claimed must be receipted for all transactions over \$2.00.

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