



SCHOOL TOWN *of*  
**MUNSTER**

**PROFESSIONAL DEVELOPMENT LEAVE FORM**

**Effective July 1, 1998**

Name:

Date:

School:

Dept./Grade Level:

Step 1: Complete Step 1 of this form and submit the request to your building Principal or Supervisor for all professional conference requests.

Name of Conference:

Sponsor of Conference:

Location of Conference: City

State

Date(s) and Time of Conference:

Is a substitute required? Yes No

If yes, how many days?

Please state exact dates of absence including travel days:

How would the school corporation benefit by your attendance?

(Attach conference brochures, etc., if available)

Are you requesting reimbursement from the school corporation?

Yes

No

If yes, the following must be completed.

Mileage: Number of miles at =

Meals: (see STM Policy DLC)

Conference Sponsored Meals/Banquets:

Lodging: Number of nights at per night =

Registration fee:

Other (airfare, ground transportation, parking, etc.)

**Total Cost**

Step 2:

Principal/Supervisor

\_\_\_\_\_ Denied

Approved:

\_\_\_\_\_ (a) release time with no loss of pay but with no reimbursement for expenses

\_\_\_\_\_ (b) release time with no loss of pay and with partial reimbursement of \$ \_\_\_\_\_.

\_\_\_\_\_ (c) release time with no loss of pay and with full reimbursement of expenses in accordance with School Board Policy

Signature \_\_\_\_\_

Date \_\_\_\_\_

Travel Account No. \_\_\_\_\_

Step 3: If the principal/supervisor approves the request, this form should be sent to the Central Office (certified staff to Assistant to the Superintendent, non-certified staff to the Assistant Superintendent)

Central Office Administrator

\_\_\_\_\_ Reviewed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Step 4: (for out-of-state meetings only)

School Board

\_\_\_\_\_ Denied

\_\_\_\_\_ Approved

Signature \_\_\_\_\_

Date \_\_\_\_\_

All requests for out-of-state meetings [excluding those within one hundred (100) mile radius of Munster] shall be approved by the Board in advance of the meeting.

Step 5: After Central Office review and/or School Board review, if out of state, the principal/supervisor will receive a copy and inform the applicant.

Step 6: After the conference, the following must be submitted:

- (1) Travel expenses must be submitted on a claim form. Actual expense receipts must be attached. Please submit to the Business Office.
- (2) Within 14 days after returning from a meeting or conference, the person attending the meeting shall submit a written summary of the meeting/conference to the building principal/supervisor.