

# Roanoke City Schools

*G.32-F1 Professional Leave Request*

Date:

School:

Employee Making Request:

Leave Dates:

Destination:

Distance:

Purpose: (Be Specific)

Briefly state how this will help you be more effective in your job performance:

List other professional leave you have taken this school year:

---

PRINCIPAL: Approved or Disapproved (circle)

IMPORTANT: List funding source(s) for expenses: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments:

---

SUPERINTENDENT

Approved or Disapproved (circle)

Overnight Lodging Authorization: Yes or No (circle) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments:

Complete reverse side

- Employees will be reimbursed for travel expenses incurred while performing duties related to their job when such travel is at the request of or approved by the superintendent. Reimbursement will be made in accordance with the provisions of BOE Policy G.36. Employees are requested to car pool, share rooms, and utilize other cost reducing measures whenever possible.
- The following guidelines are provided for your understanding and assistance:
  - **Reimbursement** claims will be paid when accompanied by proper receipts and/or other appropriate documentation.
  - **Registration fees** will be paid by the individual and reimbursed at the same time as other travel expenses unless the criteria for advance payment for such fees are met (see Policy G.36).
  - **Lodging** will be reimbursed on an actual expense basis as approved by the superintendent.
  - **Overnight lodging** expenses for the night before the first day of a conference or meeting generally shall not be reimbursed. However, under certain circumstances (such as an early morning meeting and a one-way travel distance exceeding 100 miles), these expenses may be reimbursed provided that the employee has obtained prior written approval by the superintendent and submits written documentation of attendance/participation.
  - **Mileage** will be reimbursed at the same rate as the State of Alabama and as outlined in Policy G.36 and will be calculated from the employee's job site to the destination and back to the job site.
  - **Meals** will be documented by paid tickets. When meals are provided as part of the conference registration, no additional reimbursement will be made for those meals.
  - The cost of personal telephone calls is not reimbursable.
  - The cost of personal items and entertainment is not reimbursable.
  - The cost of individual membership dues is not an allowable expense.
  - The cost of alcoholic beverages is not an allowable expense.
  - Travel outside the state requires prior approval of the superintendent. Reimbursement of out-of-state travel expense claims shall not exceed the actual itemized/documented eligible expenses.

Procedure for filing a reimbursement claim:

Complete a travel voucher, attach all receipts and a copy of your approved professional leave request form G.23.1F and submit promptly to the central office.

I have read and understand the policy and reimbursement procedures. I have attached a copy(ies) of the proposed conference (brochure, agenda, etc.).

\_\_\_\_\_  
Employee Date

I have covered the reimbursement policy and procedures with the employee. Where applicable, I have coordinated travel, lodging, and other cost reducing measures.

\_\_\_\_\_  
Principal Date