

**Professional Duty Absence Request**

Date \_\_\_\_\_

Name \_\_\_\_\_ Position/School \_\_\_\_\_

Name and purpose of meeting requested to attend: \_\_\_\_\_

Date(s) absent from school \_\_\_\_\_

Place of Meeting \_\_\_\_\_

Is this meeting important to your professional growth?       Yes       No

Please explain \_\_\_\_\_

Organization holding meeting \_\_\_\_\_

Are you a paid member of the organization holding the meeting?       Yes       No

Are you a participant in the program?       Yes       No

Is a substitute required?       Yes       No      Number of days \_\_\_\_\_

Substitute paid by organization other than district?       Yes       No

If yes, which organization? \_\_\_\_\_

| ESTIMATED EXPENSES    | SOURCE OF FUNDING                                     |
|-----------------------|---|
| Transportation        | <input type="checkbox"/> General Funds                |
| Auto* _____           | <input type="checkbox"/> Federal Funds                |
| Plane _____           | (Specify) _____                                       |
| Room _____            | <input type="checkbox"/> Regular Instructional Travel |
| Meals* _____          | <input type="checkbox"/> Professional Development     |
| Registration _____    | <input type="checkbox"/> School                       |
| Other (Specify) _____ | <input type="checkbox"/> District                     |
|                       | <input type="checkbox"/> Grant (Specify) _____        |
|                       | <input type="checkbox"/> Other                        |

\*Meals and mileage reimbursed at the state approved rate. Please refer to the Finance Page on the District Website for most current rates.

Date of last trip for Professional Development \_\_\_\_\_

Excluding this trip, total # of days outside of your school this year for Professional Meetings \_\_\_\_\_

Request Presented By: \_\_\_\_\_

Approved By: \_\_\_\_\_, Supervisor

\_\_\_\_\_, PD/Grants Coordinator

\_\_\_\_\_, Superintendent

\_\_\_\_\_, Finance Director

Review/Revised:9/5/2023