

**HILLSBORO CITY SCHOOLS
REQUEST FOR PROFESSIONAL LEAVE**

This form must be submitted to the building administrator at least **ten (10)** days prior to the date of the professional development.

Name _____ Date of Application _____

School/Department: _____ Position: _____

Attendance requested by? Staff Member ____; Administrator ____; Date(s) of Meeting: _____

Meeting Title: _____

Purpose of Meeting: _____

Location: _____; Number of Days: _____; Substitute required: Yes No

Registration Fee: \$_____ (ATTACH REGISTRATION FORM) You cannot register until you are approved by CO.
If there is a registration cost, you cannot register until you have received a PO#.

Please See Step 4!!!! Also, please note these items are NOT guaranteed until approved by the Superintendent.

Travel: _____ miles are for the total trip. (____ One Way / ____ Round Trip) **ATTACH "MAP QUEST" TO THIS FORM.**
Mileage will be paid to only to one staff member if more than one staff member is attending the same meeting, unless prior approved is received.

Parking: \$_____ (estimate) Must submit an original receipt for reimbursement

Lodging: \$_____ (estimate) The staff member will estimate room cost, then submit the form for approval.
After approval, staff member will arrange and pay for his/her reservations.

Meals \$_____ **Reimbursed only if the meeting requires you to stay overnight. \$15 per meal/ 30 per day.**
Itemized receipts must be returned to the treasurer for reimbursement.

Staff Member Signature: _____ Date: _____

Principal/Supervisor: _____ Approved: Yes No Date: _____

Coordinator: _____ Fund: _____ Date: _____

Superintendent: _____ Approved: Yes No Date: _____

The following steps must be followed in order to have Professional Development Processed

- Step 1 PD form needs to be approved by your Building Administrator.
- Step 2 PD form must be approved by Superintendent/Central Office
- Step 3 After you receive your approved PD form, put your professional leave in KIOSK.
- Step 4 Register yourself for your PD when you receive a PO#. Any other reservations and/or expenses, approved on your PD form, will be paid by you upfront. Reimbursed when receipts are turned in.
(Payment for all reservations is your responsibility! CO Secretary will create a requisition to reimburse you when you turn in ALL of your itemized receipts.
- Step 5 After PD is completed; Please send the following to CO Secretary.
 - a. Certificate of Attendance
 - b. All original receipts (Itemized)
 - c. Mileage reimbursement through MYSCVIEW, Google Shared Drive, shared with me (mileage instructions)
 - d. Receipts, Certificate, mileage, must be turned in to CO **within 30 days** of PD or the PO will be voided and you will not be reimbursed.