

INSTRUCTIONS FOR COMPLETING PROFESSIONAL/STAFF DEVELOPMENT LEAVE FORM

Complete the professional development leave form and submit to your School Leader (attach a copy of the conference registration form and 1 copy of the program). This form must be completed two weeks prior of the event.

ADVANCE REGISTRATION FEES

If you are requesting that the district pay advance registration fees, your completed forms must be in the Business Office at least **three weeks prior to your event**.

PLANE, TRAIN, OR BUS TICKETS

Plane must be purchased in advance through a District PCard or personal credit card after an amount is pre-approved. Please call with trip details so travel arrangements can be made. Long train and bus trips are not allowed, except by special request.

HOTELS

It is the employee's responsibility to arrange hotel accommodations and pay the advance deposit if needed. You will be reimbursed through the regular expense claim procedure.