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| <ol style="list-style-type: none"> 1. Reference in Outlook the Release Time Calendar for sub availability. 2. Reserve sub time on Release Time Calendar. 3. PLA form sent to attendee by budget manager if in district meeting or PLA initiated by attendee if requesting to attend in-state non-CPS conference/event. | <ol style="list-style-type: none"> 4. PLA to supervisor for approval; Supervisor verifies "Substitute Work Schedule". Expenses for rental vehicles will not be reimbursed without prior approval of the Director of Business Services. * 5. Application goes through approval process. 6. PLA form returned to budget manager.
Budget manager requests substitute |
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Name _____ CPS ID _____ Date of Application _____
 Position _____ Building _____
 Reason _____ Return to: _____

I request permission to attend the following:

1. Name of Event _____
2. Location – City _____
3. Date(s) of meeting (inclusive) (m/d/y) Start _____ End _____
4. Time of Meeting Start _____ End _____
5. **Name of organization sponsoring event** _____
6. **Are you a member of this organization?** Yes No

FUNDING SOURCE	Key	Object	Amount
<input type="checkbox"/> PD Account			\$ _____
<input type="checkbox"/> ECA Account			\$ _____
<input type="checkbox"/> Grant			\$ _____
<input type="checkbox"/> Other			\$ _____
<input type="checkbox"/> Paid by other school			\$ _____
<input type="checkbox"/> Paid by an outside agency (Attach billing information form.)			\$ _____

Estimated cost of attendance

Number of substitute days _____	X	\$	126.00	=	\$	_____
Lodging # of nights _____	X	\$	_____	=	\$	_____
Meals # of days _____	X	\$	_____	=	\$	_____
<i>(Meals not to exceed \$35.00 per day)</i>						
Registration fee* (not including any membership fee)				=	\$	_____
Transportation Air (coach fare) * \$ _____			Intra-city transportation \$ _____			
Rental car** \$ _____			Miles _____ @ 55¢ per mile \$ _____			
			Estimated cost of all transportation	=	\$	_____
			Total estimated cost	=	\$	_____

I understand the following:

- Prior approval *must* be received for all travel including that for which you are a presenter.
- Professional Leave Applications not approved prior to travel will not be reimbursed.
- Advance payment of registration or airfare should be made by the District. Employees who prepay these expenses will not be reimbursed until the employee returns from their travel.
- Expenses **for rental vehicles will not be reimbursed without prior approval of the Director of Business Services.** The District will not assume any liability for damages to rental vehicles under any circumstances. **Rental Car Approval: Director of Business Services Signature***
- Expenses are subject to Finance Procedure Regulations. Regulations can be found <http://www.cpsk12.org/Page/5772>.

Substitute Requirements:

No Substitute Required Substitute Required
 Prearranged Substitute

Prearranged Substitutes Name _____

Prearranged by: _____ Date _____

Supervisor: Indicate Substitute Work Schedule (including travel time):
 Please check – () A DAY () B DAY () C DAY () D DAY

All Day _____
 Half Day AM _____
 Half Day PM _____
 Custom (minimum 2 hours) _____

***All subs are charged as full or half day**

Confirmation # _____

Building Principal / Supervisor's Signature

Date

Signature of Applicant

Date

Approved as requested
 Maximum amount approved \$ _____
 Not approved

Budget Manager's Signature (Supervisor paying for expenses)

Date