

Zionsville Community Schools

900 Mulberry Street • Zionsville, Indiana 46077 • Phone: 317-873-2858 Fax: 317-873-8003 • www.zcs.k12.in.us

REQUEST FOR PERMISSION TO ATTEND PROFESSIONAL MEETING

The School Board must approve requests to attend professional meetings and/or requests for substitutes for out-of-school staff development in advance of the professional meeting. The School Board meets on the second Monday of each month. Please submit this request to the principal as soon as plans are made to attend a professional meeting.

NOTE: All personnel should benefit from your experience. If requested, please plan to report to your principal and to share with staff as a result of your professional meeting attendance.

Name _____ School MAINT Admin ☐ Board ☐ Certified ☐ Support ☐

Number of prior conference days during this school year _____

Name/ sponsor of meeting or staff development activity (do not use an acronym)

Describe the activity _____

Location _____

Dates and days of the week _____

Anticipated Expenses			
1	Registration fee	_____	
2	Mileage	_____ miles x .50 = _____	Only claims for meetings which are equal to or in excess of 100 miles r/t are eligible @ .50/mile; ride sharing is expected;
3	Meals	_____	Only expenses incurred for meetings which are equal to or in excess of 100 miles round trip are eligible • In state \$6.50 breakfast; \$6.50 lunch; \$13.00 dinner • Out of State \$8.00 breakfast; \$8.00 lunch; \$16.00 dinner
4	Lodging	_____	\$75/day maximum or conference hotel rate; sharing is expected; exceptions to this maximum must be granted in advance
5	Substitute cost	_____	\$63/day; \$40.43/half day
	TOTAL	_____	

Signed _____ Date _____

Approval by Principal _____ Date _____

This expense will be paid from: Fund (Specify) _____ Grant (Specify) _____

Transportation _____ Cafeteria _____ Athletic _____ Other _____

Approval by Director of Curriculum/Staff Development _____ Date _____