



## Submitting a Professional Leave Request

### 1. Obtain the Professional Leave Request Form

- Request the official leave request form from your school office or download it from the Bullock County Schools website, if available.

### 2. Complete the Leave Request Form

- Fill out all required sections of the form, including:
  - **School:** Enter the name of your school.
  - **Date:** Record the date you are completing the form.
  - **Name:** Provide your full name.
  - **Visit To:** Specify the name of the workshop, conference, or event you will attend.
  - **Date(s) of Visit:** Indicate the specific dates for the professional leave.
  - **Objectives:** Clearly state the goals and objectives of attending the event.
  - **Signature:** Sign the form to certify the request.

### 3. Attach Supporting Documentation

- Include documentation related to the workshop, such as:
  - Event agenda or flyer.
  - Registration confirmation or brochure
  - Any additional materials explaining the purpose of the workshop

#### **4. Estimate Total Cost**

- Provide an estimate of all related costs, including:
  - Registration fees
  - Travel expenses (e.g., mileage, airfare, etc.)
  - Accommodation
  - Meals

#### **5. Submit the Form for Principal's Approval**

- Present the completed form and supporting documentation to your principal for review.
- Ensure the principal signs the form to approve your request.

#### **6. Forward to the Central Office (if required)**

- If additional approval is necessary at the district level, submit the form to the central office as instructed by your school or district policy.

#### **7. Await Final Approval**

- Allow time for the review process. Once approved, you will receive confirmation.

#### **8. Keep Copies for Your Records**

- Retain a copy of the completed form and supporting documentation for your records.

#### **9. Requesting Reimbursement**

- Refer to pages 16-19 of the business service manual.

By following these steps, you ensure your request is complete and meets the necessary administrative requirements for professional leave.

## **BULLOCK COUNTY BOARD OF EDUCATION TRAVEL PROCEDURES**

**Purpose:** To outline the procedures for the documentation and reimbursement of travel by employees of the Bullock County Board of Education.

**Policy Reference:** FILE: 7.24 Business Services – Travel Expense Reimbursement

### **Procedures:**

1. **Employee Authorization for Travel:** Employees for whom travel is required or who are requesting to travel are eligible for travel reimbursement and should receive authorization in advance of their travel via a **Leave Request form**. All employees requesting travel must complete a Leave Request form.

All travel requests require the approval of the School Principal and/or District Coordinator and the Superintendent. If the travel request is for out of state travel, the employee needs the approval of the School Principal and/or District Coordinator, the Superintendent and the Board. School Principals and District Coordinators must get the Superintendents approval for all travel.

The Leave Request form must be accompanied by an agenda, brochure or some other form of documentation to substantiate the need for travel. The Leave Request form should include estimates for the costs of registration fees, transportation, lodging, meals and any other allowable expenditure. The Leave Request form must be completed at least 20 working days prior to the date of departure, if possible. ***Unauthorized travel will be at the expense of the employee.***

2. **Employee Responsibilities:** Employees are responsible for ensuring the most reasonable rates for all expenditures. If family members are traveling with you, rates for lodging should accommodate the employee and not the family. The difference between rates will be at the expense of the employee.
3. **Prepayments:** Registration, lodging and airline tickets may be paid in advance in order to optimize savings. A copy of the approved Professional Leave Request form and other documentation must be submitted with the purchase order or check request when requesting prepayment (**please indicate on the purchase order with a note that a check is needed**). Travel requests that include prepaid registration and/or lodging must be submitted to the Accounts Payable Accounting Department at least two weeks prior to the registration deadline or date of departure. **Please do not register or make reservations prior to receiving a purchase order number from the Central Office.**

Failure to attend a prepaid professional development or a professional development that the Board is liable for due to late cancellation will result in the employee reimbursing the Board for the full amount.

4. Authorized Expenses: The Board of Education will reimburse the employee for registration fees, meals, lodging, coach airline tickets, mileage for personal vehicle, parking and toll fees, baggage handling fee, taxi fares between the airport and the hotel and/or the hotel and the training site, and for Board business telephone calls while on business for the Board of Education.

Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations. The following limits apply to employees traveling:

- With No Overnight Stay  
The allowance is \$50.00.
- With Approved Overnight Stay:  
The meal allowances will be \$75 per day.

Gratuity for meals will be reimbursed up to 15%. All receipts must be itemized (no exceptions).

Mileage Reimbursement Rate: Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate adopted by the Alabama State Department of Education. Reimbursement is for city limit to city limit. The Board of Education does not reimburse mileage for employees to come to work so therefore, employees are reimbursed based on the shortest distance to the professional development. Mileage will be reimbursed if lodging is not available within 15 miles from the conference site.

Lodging: The Board will pay lodging prior to the conference if the employee is on travel status at or before 6:30 a.m. The Board will also pay lodging post the conference if the employee is on travel status at or after 5:00 p.m. Extra days stayed prior to and/or after conference will be the responsibility of the employee. Lodging will not be provided within a 65 mile radius from the beginning destination, unless the conference is three (3) or more consecutive days and outside a 50 mile radius from the beginning destination. Please be advised the Board wants all employees to practice safety in regards to traveling and will make a judgement call if needed.

5. Required Documentation of Allowable Expenses: Reimbursement of authorized expenditures will be made only if substantiated.

- a. **Registration Fee** – documented by publication or by invoice/receipt or a copy of check showing payment.
- b. **Meals** – dated itemized receipt.
- c. **Lodging** – original itemized invoice.
- d. **Coach Airline Tickets** – by original itemized invoice.
- e. **Mileage for Personal Vehicle** – Board of Education’s mileage chart. Travels to other points not included will be paid according to mileage over the most commonly established routes or Mapquest.
- f. **Parking and Toll Fees** – substantiated by dated receipt.
- g. **Baggage and Handling Fees** – substantiated by dated receipt.
- h. **Taxi Fees** – substantiated by dated receipt.
- i. **Telephone Calls** (only for Board Business) – documented by lodging invoice.

**Please note:** Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

6. **Unauthorized Expenses:** The Board of Education will not reimburse the employee for limousine service, alcoholic beverages, personal supplies or entertainment.
7. **Employee Reimbursement Requests:** Within five (5) working days following the employee’s return to work from travel, the employee will submit the Travel Reimbursement form and any required attachments with all of the necessary supporting documentation to their School Principal or District Coordinator for review and approval. A copy of the approved Leave Request form, itemized receipts and agenda must be attached to the Travel Reimbursement form. Please indicate on the PD reimbursement form if an agenda was not available. Once approved, by signature, the School Principal or District Coordinator will route the Travel Request form to the Accounts Payable Accounting Department for payment. All request forms must be complete. Once the travel request has been reconciled by the Accounts Payable Accounting Department without any errors, the travel reimbursement request will be included in the first available check payment process. Checks are scheduled to be printed on the 14<sup>th</sup> and 27<sup>th</sup> of each month. The Accounts Payable Accounting Department must receive all of the necessary documentation by the 7<sup>th</sup> or 22<sup>nd</sup> day of the month. Anything received after the 22<sup>nd</sup> will be processed in the following month.
8. **In-System Itinerant Travel:** Certified employees, with the exception of School Administrators, traveling on a continuing basis from school to school or work site to work site to conduct the activities associated with their jobs shall be paid mileage.