

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.
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

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

Estimated cost of attendance

Number of substitute days	_____	X	\$	158.75	=	\$	_____
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	\$	_____		
Parking	\$	_____	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 # _____

Signature of Applicant

Date

Building Principal / Supervisor's Signature

Date

☐ Approved as requested☐ Maximum amount approved: \$ _____☐ Not approved**BUDGET MANAGER SHOULD COMPLETE THE SECTION BELOW AND THEN SIGN:**

FUNDING SOURCE	Key	Object	Amount
PD Account			\$ _____
ECA Account			\$ _____
Grant			\$ _____
Other			\$ _____
Paid by other school			\$ _____
Paid by an outside agency (Attach billing information form.)			\$ _____

Budget Manager's Signature (Supervisor paying for expenses)

Date