



Oklahoma City Public Schools

Clara Luper Center for Educational Services,
615 N. Classen Blvd., Oklahoma City, OK 73106
PO Box 36609, Oklahoma City, OK 73136
405-587-0000 | OKCPS.ORG

Request for Professional Development Attendance / Travel Memo / Leave Form

Employee Event Information and /or Leave Request

	*Employee ID Number
*Employee Name	
	*Job Site Number and Name
*Job Title	
	*Event Sponsoring Organization
*Title of Professional Development Event	
*Event Address, City, State and Zip	

*Leave Request Information:

Departure Date	Return Date	Event Date(s)	Total Days

Expense Budget

Include all expenses in the section below

Type of Expense	Explanation	Cost
Registration Fee		
Transportation ☐ Air ☐ Mileage: \$0.76/mile (2026)		
Lodging		
Other Incidentals baggage, shuttle, Uber, etc.		
Per Diem # of days 0 x Per Diem \$		
		0.00

Per Diem Calculations: Travel Days Only = .5 Days

All Other Event Days = 1.0 Days

Current rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

This form is required for every traveler.

*** Conference agenda and a copy of the Per diem from the GSA website
Must Be Attached ***

*When requesting leave, always refer to **Policy G-16-R2 (click here)** to ensure compliance the the provisions stated there.