

**Smith-Green Community Schools  
Request for Professional Leave**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

1. Name and description of meeting (attachment preferred): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Meeting dates: \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Reason for attending: \_\_\_\_\_  
\_\_\_\_\_

5. Estimated Expenses:

a. Transportation

1. \_\_\_\_\_ I request a school van:

\_\_\_\_\_ Van assigned

\_\_\_\_\_ No van available (**IRS rate – 30 cents/mile**)

2. \_\_\_\_\_ I choose to drive my own vehicle (no mileage paid). \$ \_\_\_\_\_

b. Registration Fee \$ \_\_\_\_\_

c. Lodging \$ \_\_\_\_\_

d. Meals \$ \_\_\_\_\_

e. Miscellaneous Expenses (Please specify.) \_\_\_\_\_ \$ \_\_\_\_\_

Account # \_\_\_\_\_ **Sub-Total** \$ \_\_\_\_\_

f. Substitute \_\_\_\_\_ @ \$75 or \$60/day for \_\_\_\_\_ days: \$ \_\_\_\_\_

Account # \_\_\_\_\_ **Total Estimated Expenses** \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**Board Approval Date:** \_\_\_\_\_

**PLEASE NOTE:**

- The School Corporation reserves the right to deny expenses that are questionable or excessive regardless of the approved limits; examples are movies, room service meals, or other personal items not approved by the State Board of Accounts as reimbursable.
- No more than one mileage claim per five attendees is allowed.
- Lodging is expected to be the least expensive available; room sharing is expected;
- Meals should not exceed \$30.00/person/per **overnight** leave (Brunch/Breakfast-\$6.00; Lunch-\$9.00; \$15.00-Dinner).
- Be sure to include all expenses, e.g., parking and any other miscellaneous expenses.
- All receipts must be attached to a claim, which has been initialed by the Building Principal/Supervisor.
- **Detailed receipts must accompany charge slips for reimbursement.**
- A copy of the Professional Leave form must accompany the claim as well.
- Additional reporting requirements may be required by the Building Principals/Supervisors.