



PROFESSIONAL LEAVE REQUEST



PROFESSIONAL LEAVE REQUEST INSTRUCTIONS

PRIOR TO COMPLETING TRAVEL REQUEST FORM. REVIEW 6550 ADMINISTRATIVE GUIDELINES.

- 1 Complete Professional leave form. (Form found on Equal level or wchcs.org)
- 2 Email completed professional leave form to accounts.payable@wchcs.org
 - a. AP to determine Per diem amounts to be provided to employee.
 - b. AP to determine amount that are to be considered employee reimbursable.
 - c. AP to determine District paid amounts.
- 3 AP will complete requisition via equal level and forward to Direct Supervisor that has been determined by employee from the Professional leave form.
 - a. All possible employee travel reimbursements
ie: Mileage, parking fees, baggage fees, hotel taxes
 - b. All Per diem travel reimbursements (TO BE PAID TO EMPLOYEE PRIOR TO DEPARTURE OF EVENT)
ie: Hotel, Meal.AP will determine the following. Travel reimbursement form will be emailed to employee for review of reimbursements.
(DO NOT REGISTER UNTIL AP HAS INFORMED EMPLOYEE THAT ALL APPROVALS HAVE BEEN RECEIVED)
- 4 Once all approvals received via equal level. AP will make the arrangements for registration to be paid via district credit card. If employee will be paying for registration, AP will inform employee that approvals have been received and they can now register for the event.
- 5 If employee is due to receive Per Diem payment, AP will direct deposit approved amount to employee prior to event.
- 6 If event is cancelled refer to 6550 Administrative Guidelines.

Per diem amounts can be reviewed at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Name of person Traveling: _____

Purpose of meeting you are wanting to attend: _____

Meeting Name: _____

Start Date of Meeting: _____

End Date of Meeting: _____

Direct Supervisor approving travel: _____

Registration cost: _____ Deadline for Registration: _____

Determine travel request below

- ☐ Virtual meeting only
- ☐ In person Mileage only
- ☐ In person Conference registration and Mileage
- ☐ In person Conference registration, Hotel, Food and Mileage
- ☐ In person Conference registration, Airfare, Hotel, Food, Uber and Mileage

Address of conference if In person and you will be traveling by some form of transportation

Address _____

City _____

State _____

Zip _____

- email form to accounts.payable@wchcs.org / Subject line PLR