A. All travel requires completion of a Professional Leave Application Form and must be approved by the employee’s building principal and/or supervisor before the employee is allowed to incur travel expenses (See Policy DLCA). All out-of-state travel requires the PRIOR APPROVAL of the appropriate Assistant Superintendent/Chief Academic Officer and Chief Operations Officer. Once approved, the Professional Leave Application Form is returned to the employee unless otherwise indicated on the form.

B. The Professional Leave Application Form should be completed as follows:

1. Header:
   i. Name: Name of the employee requesting leave.
   ii. Date of application: The date on which the application is completed.
   iii. Position: The job title of the employee requesting leave.
   iv. Building: The home school or location of the employee.

2. I request permission to attend the following:
   i. Name & location of organization/event: The name of the organization/event the employee is requesting permission to attend.
   ii. City/State: The city and state the event is to be held.
   iii. Are you a member of this organization: Check yes or no.
   iv. Return form to: Name of Coordinator or Director who requested the meeting. If this line is left blank the approved form will be returned to the employee.
   v. Date(s) of meeting: The date(s) on which the meeting will be held.
   vi. Days Absent From Duty: The number of days the employee will be absent from duty.
   vii. Time of meeting: The start and end time of the meeting.
   viii. Reason: Substitute job number from the SubFinder system.

3. Provide funding source:
   i. Check the box for the appropriate funding source, enter the GL Account Code (Key and Object), and amount.

4. Describe why you are attending the conference: Give details of conference/trip attendance.

C. Estimated cost of attendance:

1. Number of substitute days: If the employee will be replaced by a substitute, indicate the number of days a substitute will be needed. Multiply the number of days by the substitute teacher rate found on the form and enter that amount into the $ field.
2. Lodging: If lodging will be necessary, indicate the number of days and the cost. Calculate the total and write it in the $ field for the “Lodging” line.
3. Meals: Indicate the number of days for which meals will be reimbursed and the total amount (not to exceed $35 per day). Write the total into the $ field.
4. Registration Fee: The cost of registration.
5. Transportation: Enter the appropriate transportation costs and write the total in the “Estimated cost of all transportation” field.
6. **Total estimated cost:** The total of all estimated cost categories.

D. I understand the following:
   1. The employee requesting leave should read this section and then sign where it reads “Signature of Applicant.”

E. **Substitute requirements:**
   1. Check the appropriate substitute requirements box and if applicable fill-in the prearranged substitute(s) name.
   2. If a substitute is needed the supervisor should check the appropriate work schedule box.

F. **Building Principal/Supervisor Signature:**
   1. Approval is needed by the building principal for an employee to be out of the building.

G. **Budget Manager’s Signature:**
   1. The Budget Manager should check the appropriate approval box. If the box “Approved as indicated below” is checked the Budget Manager should fill-in the “Maximum amount of cost approved” section found at the bottom of the form.
   2. 

H. **Signatures required for out of state travel:**
   1. Prior approval from the Assistant Superintendent and the Chief Financial Officer is needed for all out-of-state travel.

I. Once the professional leave application is approved, a purchase request should be entered into Business Plus for the estimated costs of the travel. The purchase order should be approved PRIOR to the dates of the travel (see procedure 190).