

WIRT COUNTY SCHOOLS

REQUEST FOR PROFESSIONAL LEAVE/OUT OF COUNTY TRAVEL

Instructions: Use this form to obtain approval for any out of county travel involving professional meetings and/or use of personal vehicle.

EMPLOYEE NAME: _____ DATE _____

DATE(S) REQUESTED: _____

PURPOSE: _____

LOCATION: _____

DATE SUBSTITUTE NEEDED: _____

ESTIMATED COSTS:
Registration _____
Lodging _____
Travel (Mileage) _____
Meals _____
TOTAL COSTS _____

EMPLOYEE SIGNATURE

NOTE: As Per Wirt County Policy G-06 Travel Payment and Reimbursement:

- 1) This form must have approval (signature) of supervisor and superintendent **5 days prior in-state and 30 days prior out-of-state event.**
- 2) Reimbursement claim (travel) form must be submitted within 60 days of the event.
- 3) **Meeting agenda/notification must be attached.**

Request Use of County Car.

Approved: _____ Yes _____ No

Authorization Code:

If approved, an authorization code label will be affixed to this form by the BOE when returned. You will need to enter this code into the Absence Reporting/ Substitute Calling System

Budget Code for Travel Reimbursement:
(To be completed by Board Office Staff)

NOTICE TO EMPLOYEE:

If you do not receive this form back **approved**, your expenses will not be reimbursed. This form must be attached to the Travel Expense Reimbursement Form.

<u>FOR SUPERVISOR'S USE ONLY</u>
_____ APPROVED
_____ NOT APPROVED
Date _____
_____ Supervisor's Signature

<u>FOR SUPERINTENDENT'S USE ONLY</u>
_____ APPROVED
_____ NOT APPROVED
DATE _____
_____ Superintendent's Signature