

Bath County Schools

Owingsville, Kentucky

REQUEST FOR EMPLOYEE PROFESSIONAL LEAVE and REQUEST FOR PURCHASE

Request for approval must be submitted 2 weeks in advance of leave

Name of Employee(s) _____ Date of Request _____

School/Office _____ Date Received at Central Office _____

Location of Meeting _____
(Place, City, State)

Name of Association, Conference _____

Professional Growth Objective _____

Dates of Meeting: From _____ Through _____ No. of Days Away From Work _____

Number of Students Attending (if any) _____ No. of Nights _____ Method of Transportation: Board or Personal Vehicle

Request Trip Be Approved With Funds from _____
(Project)

Leave But With No Travel Expense _____ Partial Expenses _____ Full Expenses as per School Board Policy _____

If school Board funds are authorized a travel plan with carefully estimated expenditures must be made. This implies communication with program coordinators that can give reliable figures. Attach a program or communication if available.

Estimated Travel Expenses: No. of miles _____ (@ _____ per mile)..... \$ _____

Lodging Expenses: _____ Nights @ _____ per night..... \$ _____

Meals: _____ Number..... \$ _____

Registration Fees \$ _____

Other Expenses \$ _____

Substitute Cost Funding Source for Sub _____ \$ _____

TOTAL \$ _____

Request for Lodging

Company _____

Address _____

Request for Registration Fees

Company _____

Address _____

No. of Rms.	Person(s)	Price	Amount
Total			

	Person(s)	Price	Amount
Total			

MUNIS CODE / Account No _____

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REQUESTED BY: _____
Date

APPROVED _____
(Immediate Supervisor) Date

PROGRAM DIRECTOR; _____
Date

PURCHASING DIR. _____
Date

PD COORDINATOR: _____
Date

APPROVED _____
(Superintendent) Date

The Bath County Board of Education travel policy requires all personnel to have advance approval of the Superintendent. All out-of-state travel and in-state travel exceeding \$ 150.00 in cost per individual must have prior Superintendent and Board approval. When a group (more that one) makes a request to attend a particular meeting, transportation and lodging (if applicable) must be combined into as few vehicles and rooms as feasible (for example, when two or more staff members attend a meeting and could travel in (1) vehicle and share a room but elect to take family members, the cost of extra vehicles and rooms may not be charged as travel expense.) **Board vehicles should be used for travel when available.** A maximum of \$40.00/day will be reimbursed for meals. **UPON RETURN A F75 MUST BE SUBMITTED FOR REIMBURSEMENT.** Expenses claimed must be receipted for all transactions over \$2.00.

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ORIGINAL TO CENTRAL OFFICE, PINK TO IMMEDIATE SUPERVISOR, YELLOW TO EMPLOYEE**