

	Columbia Public Schools Columbia, Missouri	PROCEDURE	NO. 190.20
			DATE 07/01/98
			REVISION NUMBER 14
			REVISION DATE 01/29/13
Subject: PROFESSIONAL LEAVE APPLICATION FORM			

- A. All travel requires completion of a **Professional Leave Application Form** (see sample) and must be approved by the employee's building principal and/or supervisor.
1. All out-of-state travel requires the PRIOR APPROVAL of the appropriate Assistant Superintendent/Chief Academic Officer and Deputy Superintendent for Administration.
 2. When approved, a purchase request must be entered in BusinessPlus for the estimated amount of travel expenses to be reimbursed to the employee. (See Appendix A).
 3. The Professional Leave Application Form must be scanned and attached to the purchase request, and the approved form sent to the employee. (See Appendix A).
- B. The Professional Leave Application Form should be completed as follows:
1. NAME: Name of the employee requesting leave.
 2. DATE OF APPLICATION: The date on which the application is completed.
 3. POSITION: The job title of the employee requesting leave.
 4. BUILDING: The home school or location of the employee.
 5. NAME & LOCATION OF ORGANIZATION/EVENT: The name of the organization/event the employee is requesting permission to attend.
 6. CITY/STATE: The City and State the event is to be held.
 7. RETURN FORM TO: Name of Coordinator or Director who requested the meeting, if applicable. This approved form will be returned to the employee, unless a Coordinator or Director is listed.
 8. DATE(S) OF MEETING: The date(s) on which the meeting will be held.
 9. DAYS ABSENT FROM DUTY: The number of days the employee will be absent from duty.
 10. REASON CODE: Reason to communicate what code should be entered on the KASS system.
 11. TIME OF MEETING: The time of day in which the meeting will be held.
 12. CONFIRMATION #: Substitute Job Number from the KASS system.
 13. HOW WILL TRAVEL EXPENSES BE FUNDED?: Check funding source, including account code and amount.

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14. DESCRIBE WHY YOU ARE ATTENDING THE CONFERENCE: Give details of conference/trip attendance.
15. 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 current substitute teacher rate and fill that amount into the \$ field.
16. 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.
17. MEALS: Indicated 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.
18. REGISTRATION FEE: If there is a registration fee to be changed, write the fee in the "Registration fee" field.
19. TRANSPORTATION: Fill in the appropriate transportation costs and write the total in the "Estimated cost of all transportation" field.
20. TOTAL ESTIMATED COST: Total all the total fields for each item under "Estimated Cost of Attendance" and write that number in the "Total estimated cost" field.
21. SIGNATURE OF APPLICANT: Signature of employee requesting leave.
22. BUILDING PRINCIPAL'S SIGNATURE: The building principal must sign for approval of the employee to be out of the building.
23. ASSISTANT SUPERINTENDENT/CAO SIGNATURE: The appropriate Assistant Superintendent/CAO must sign for out-of-state travel. PRIOR APPROVAL REQUIRED.
24. DEPUTY SUPERINTENDENT FOR ADMINISTRATION SIGNATURE: The Deputy Superintendent for Administration must sign for out-of-state travel. PRIOR APPROVAL REQUIRED.
25. APPROVAL BOXES: to be checked by account supervisor.
26. ACCOUNT SUPERVISOR'S SIGNATURE: The account supervisor must sign for approval of paying expenses.
27. The maximum amount allowed for travel may be limited by the supervisor.



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Columbia, Missouri**

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PROFESSIONAL LEAVE APPLICATION FORM

Columbia Public Schools: PROFESSIONAL LEAVE APPLICATION FORM (January 28, 2013)

- Contact the substitute office to check calendar/reserve date
- PLA form sent to attendee by budget manager if in district meeting or initiated by attendee if requesting to attend conference
- PLA to supervisor for approval
- Supervisor completes "Substitute Work Schedule"
- Application goes through approval process
- PLA form returned to budget manager
- Budget manager requests substitute

Name _____ Date of application _____
 Position _____ Building _____

I request permission to attend the following:
 Name & location of organization / event _____ City/State _____
 Are you a member of this organization? Yes No **Return form to:** _____
 Date(s) of meeting (inclusive) (m/d/yr) START: _____ END: _____ Days absent from duty: _____
 Time of meeting START: _____ END: _____ Reason: _____

PROVIDE FUNDING SOURCE	Key	Object	Amount
<input type="checkbox"/> PD Account			\$ _____
<input type="checkbox"/> ECA Account			\$ _____
<input type="checkbox"/> Grant:			\$ _____
<input type="checkbox"/> Other:			\$ _____
<input type="checkbox"/> Paid by an outside agency (complete and attach billing information form):			\$ _____
<input type="checkbox"/> Paid by other school:			\$ _____

Describe why you are attending the conference:

Estimated cost of attendance

Number of substitute days	_____	X	\$ 95.00	=	\$ _____
Lodging: No. of nights	_____	X	\$ _____	=	\$ _____
Meals: No. of days	_____		\$ _____	=	\$ _____
<i>(Meals not to exceed \$35.00 per day)</i>					
Registration fee* (not including any membership fee)	_____		\$ _____	=	\$ _____
Transportation: Air (coach fare)*	\$ _____		Intra-city transportation	\$ _____	
Rental car**	\$ _____		Mileage expenses @ 45¢/mile	\$ _____	
Estimated cost of all transportation				=	\$ _____
Total estimated cost				=	\$ _____

I understand the following:

- Prior approval must be received for all travel including that for which you are a presenter.
- Out of state travel requires the prior approval of 1) the appropriate Assistant Superintendent or Chief Academic Officer, 2) Superintendent and 3) Deputy Superintendent.
- Professional Leave Applications not approved prior to travel will not be reimbursed.
- Advance payment of registration or airfare should be made by the District. Employees who prepay these expenses will not be reimbursed until the employee returns from their travel.
- Expenses for rental vehicles will not be reimbursed without prior approval of the Deputy Superintendent. The District will not assume any liability for damages to rental vehicles under any circumstances.
- Expenses are subject to Finance Procedure Regulations 190.20 and 190.30 which can be found in the Finance Procedure Manual or on the web at www.columbia.k12.mo.us/bcs/bcsbus under Travel.

Signature of Applicant _____

Substitute Requirements:

No Substitute Required
 Substitute Required
 Prearranged Substitute

Prearranged Substitutes Name _____

Supervisor: Indicate Substitute Work Schedule (including travel time) below:

All Day _____
 Half Day AM _____
 Half Day PM _____
 Custom (minimum 2 hours) _____

*All subs are charged as full or half day

Confirmation # _____

Building Principal / Supervisor's Signature _____

Approved as requested
 Approved as indicated below**
 Not approved

Budget Manager's Signature (Supervisor paying for expenses) _____ Date _____

Signatures Required for Out of State Travel in the order below: PRIOR APPROVAL REQUIRED

1. Assistant Superintendent or Chief Academic Officer _____ 2. Superintendent _____ 3. Deputy Superintendent _____

**Maximum amount of cost approved \$ _____ Comments: _____