

**RELEASE TIME FOR PROFESSIONAL ACTIVITIES WITH EXPENSES**

Revised 10/09

Name \_\_\_\_\_ Home School \_\_\_\_\_ Date of Application \_\_\_\_\_

I request approval to attend: \_\_\_\_\_  
(Title of Meeting)

To be Held at: \_\_\_\_\_ Dates \_\_\_\_\_

Number of School Days? \_\_\_\_\_ Is substitute needed?  Yes  No

\*\*\*\*\*  
**SUBSTITUTE INFORMATION**

Charged substitute to:  General Fund  Athletics  Other (Specify) \_\_\_\_\_

Will Perry be reimbursed for any of these costs?  Yes  No

Who will reimburse Perry Local for expenses? \_\_\_\_\_  
(i.e.: Athletics, Special Ed, Curriculum, SCESC, Local, County, State or Federal Grant, etc.)

\*\*\*\*\*  
**EXPENSE INFORMATION**

**ESTIMATED EXPENSES** Account to be Charged: \_\_\_\_\_

\_\_\_\_\_ Travel \_\_\_\_\_ miles @ \$.30 per mile. If more than one person attends a meeting, please travel together.

\_\_\_\_\_ Parking (must be documented with receipt)

\_\_\_\_\_ Lodging (paid, detailed hotel bill must be furnished)

\_\_\_\_\_ Meals \$19.00 per day. Receipts must be furnished. Tax/tips will not be reimbursed. **Detailed receipts must be included, not credit card slips or register tapes. Reimbursement applies to overnight trips only.**

\_\_\_\_\_ Registration Fee – Includes Meals  Yes  No

\_\_\_\_\_ Miscellaneous – must be documented

\$ \_\_\_\_\_ Total amount approved

**NOTE: BE SURE TO SUBMIT MILEAGE FORM (BLUE FORM) TO TREASURER’S OFFICE AFTER TRIP WITH ACTUAL EXPENSES NOTED**

\_\_\_\_\_  
Signature of Building Principal Date

\_\_\_\_\_  
Signature of Career Tech Supervisor or Athletic Director Date  
(\*\*If Career Tech or Athletic related)

\_\_\_\_\_  
Asst Superintendent’s Signature Date

**STEPS IN APPROVAL PROCESS**

Personnel

- First, submit this form to your **building principal** for signature; however
- If expense is charged to career tech or athletics, submit form to **career tech supervisor or athletic director** for signature, first
- Second, enter your absence into AESOP
- Third, after email notification of approval, forward expense related documentation to person responsible for entering requisitions

\*\*Athletic Director or Career Tech Supervisor

- First, sign form authorizing approval to charge your account for expenses
- Second, give a copy of this form to person responsible for entering requisitions for your department
- Third, send original form to **principal** for approval

Building Principal

- First, once form is received from either personnel or director, sign form authorizing approval
- Second, give copy of this form to person responsible for entering requisitions for your department
- Third, send original form to **assistant superintendent** for approval

\*\*\*\*\*SHOULD AN ACTIVITY BE CANCELLED OR NOT APPROVED, PLEASE INFORM BUILDING PRINCIPAL SO THAT SUBSTITUTE CAN BE CANCELLED. ALSO, PLEASE NOTIFY BUILDING SECRETARY IN ORDER TO CANCEL PURCHASE ORDER\*\*\*\*\*