

**RELEASE TIME FOR PROFESSIONAL ACTIVITIES WITH EXPENSES**

Revised 1/19

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

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**SUBSTITUTE INFORMATION**

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.)

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**EXPENSE INFORMATION**

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

\_\_\_\_\_ Travel \_\_\_\_\_ miles @ \$.46 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)

\_\_\_\_\_ Rooming with: \_\_\_\_\_

\_\_\_\_\_ Meals \$20.00 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: AFTER TRIP, SUBMIT BLUE MILEAGE FORM TO TREASURER’S OFFICE DETAILING ACTUAL EXPENSES**

**STEPS IN APPROVAL PROCESS**

Submit this form, along with a MapQuest printout showing roundtrip mileage from your school building to your destination, to the person in charge of the account to which the expense will be charged (i.e. Athletics, Career Tech, Building Principal)

Athletic Director/Career Tech Supervisor:

Sign form  
Send form to building principal

Building Principal:

Sign form  
Send to assistant superintendent for approval

After the form is reviewed, an email notification will be sent from the assistant superintendent’s office to you, the building secretary/bookkeeper, and the building principal. At this time, the requisition should be submitted, and you should enter your absence into AESOP. AFTER the requisition has been submitted, you can register for the event.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied CT Director/AD Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Building Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Asst Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*SHOULD AN ACTIVITY BE CANCELLED, PLEASE INFORM BUILDING PRINCIPAL SO THAT SUBSTITUTE CAN BE CANCELLED, AND NOTIFY BUILDING SECRETARY SO PURCHASE ORDER CAN BE CANCELLED \*\*\*\*\*