

BELLEVUE CITY SCHOOLS
APPLICATION FOR PROFESSIONAL LEAVE OR WORKSHOP DEVELOPMENT

PLEASE COMPLETE THE UPPER PORTION OF THIS FORM AT LEAST TEN (10) DAYS BEFORE YOU ATTEND A CONFERENCE. SUBMIT REQUEST FOR PROFESSIONAL LEAVE TO PRINCIPAL AND SUPERINTENDENT. WHEN YOU RETURN COMPLETE THE LOWER PORTION AND PLEASE SUBMIT TO BUILDING PRINCIPAL FOR AUTHORIZATION WITHIN TWO DAYS. ONCE FORM IS SIGNED PLEASE SEND TO THE TREASURER'S OFFICE.

NAME _____ SCHOOL _____ DATE SUBMITTED _____

NAME OF CONFERENCE _____

LOCATION OF CONFERENCE _____ DATES OF YOUR ATTENDANCE _____

DATES OF ABSENCE FROM SCHOOL SESSIONS _____

IS A SUBSTITUTE REQUIRED? _____ NUMBER OF DAYS _____

THIS CONFERENCE IS DIRECTLY LINKED TO ONE OF THE FOLLOWING:

IPDP _____

BUILDING LEVEL CIP _____ DISTRICT LEVEL CIP
OTHER _____

CITE LINKAGE:

ESTIMATED EXPENSES: Mileage \$ _____ Hotel \$ _____ Parking \$ _____ Stipend \$ _____
Registration \$ _____ Meals \$ _____ Other \$ _____

DATE _____

APPROVED

Principal

Superintendent

DO NOT DETACH
EXPENSE VOUCHER – DETAILED RECEIPTS REQUIRED

MILEAGE

_____ @
_____ PER MILE
\$

HOTEL: receipts required (maximum paid amount \$150.00/day)

\$

PARKING: receipts required

\$

REGISTRATION: receipts required

\$ _____

MEALS: The cost of meals for conferences that are not overnight

excluding alcoholic beverages and tips, not to exceed \$20/day.

\$ _____

(reimbursement for meals during travel that is not overnight
will be reported as taxable income on your W-2)

STIPEND: (\$15.00 per hour)

\$ _____

OTHER: receipts required (e.g. tolls, gas for Board owned vehicle)

\$ _____

SIGNED _____ DATE _____

TOTAL:

\$ _____

BUILDING PRINCIPAL AUTHORIZATION _____