

# Professional Leave & Duty Request Form

Print Name \_\_\_\_\_ Date \_\_\_\_\_

SS# (Last 4 digits) \_\_\_\_\_ Signature \_\_\_\_\_

## ASSIGNMENT LOCATION

_____ Centennial Arts Academy	_____ New Holland Academy
_____ Enota Multiple Intelligences Academy	_____ Gainesville Middle School
_____ Fair Street International School	_____ Gainesville High School
_____ Gainesville Exploration Academy	_____ Central Office
_____ Mundy Mill Academy	_____ Maintenance & Operations

## PROFESSIONAL LEAVE Academic

Activity/Workshop Title \_\_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_

Participation Purpose \_\_\_\_\_

Check initiator of request - Administrative/Supervisor Request \_\_\_\_\_ Staff Request \_\_\_\_\_

Peer Sharing Session Date \_\_\_\_\_

## PROFESSIONAL DUTY

\_\_\_\_\_ Field trip \_\_\_\_\_ Athletic Event \_\_\_\_\_ Other

Activity \_\_\_\_\_

Location \_\_\_\_\_

Date(s) \_\_\_\_\_

### PROJECTED TRAVEL EXPENSES:

\*\*\*Must be completed if reimbursement will be requested.

Lodging \_\_\_\_\_ \$

\*Unless otherwise approved, attendee pays for lodging expenses and is reimbursed upon return

Meals (see back) \_\_\_\_\_ \$

\_\_\_\_\_ Miles @ \_\_\_\_\_ per mile (see back) \$ \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

(airfare, parking, baggage fees, etc.)

Substitute \_\_\_\_\_ Yes \_\_\_\_\_ No # of days \_\_\_\_\_

Total - \_\_\_\_\_ \$

### REGISTRATION INFORMATION

Select One:

\_\_\_\_\_ I have not registered and am attaching a completed registration form to be registered with issued payment.

\_\_\_\_\_ I have registered and they are awaiting payment (confirmation attached).

\_\_\_\_\_ I have registered and personally paid (seeking reimbursement).

\_\_\_\_\_ There is no registration fee.

## ACCOUNT NUMBER

Substitute \_\_\_\_\_ Travel \_\_\_\_\_ Registration \_\_\_\_\_

Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_

Director of State & Federal Accountability \_\_\_\_\_ Date \_\_\_\_\_

Chief Professional Services Officer \_\_\_\_\_ Date \_\_\_\_\_

Revised 7/17

## REIMBURSEMENT GUIDELINES

<b>Single Meals</b> <b>Total for one day cannot exceed \$28.00</b>		
<b>Breakfast</b>	To claim breakfast reimbursement, your departure must be prior to 6:00 A.M. and the event must be over <u>60</u> miles from Gainesville.	\$6.00
<b>Lunch</b>	Lunch is not reimbursable on one day workshops unless the employee will be accumulating 13 or more hours inclusive of travel and workshop attendance.	\$7.00
<b>Dinner</b>	To claim dinner reimbursement, arrival back in Gainesville must be after 8:00 P.M.	\$15.00

<b>Lodging</b> <b>Reimbursement for lodging is allowable if:</b>
Workshop location is over 60 miles away and an evening session or early morning session is scheduled making same day driving infeasible

<b>Mileage</b> <b>Mileage will be reimbursed for:</b>
<ol style="list-style-type: none"><li>1. One participant of every group of four attending the same workshop and</li><li>2. For any employee whose home base is significantly closer to the workshop than their school location. (i.e. live in Jefferson, workshop is at UGA.)</li></ol>

\* **Contact school bookkeeper for current state mileage rate.**