

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE

Application for Professional Leave

**Professional leave forms MUST BE submitted at least 3 weeks in advance of your leave. If the event is out of state, the form must be approved by the school board and MUST BE submitted 5 – 6 weeks in advance.**

**PART # 1 TO BE COMPLETED BY APPLICANT:**

Submitted by \_\_\_\_\_ Date \_\_\_\_\_ Building \_\_\_\_\_

Grade, Subject or Assignment \_\_\_\_\_

Event or purpose for which leave is requested  
\_\_\_\_\_  
\_\_\_\_\_

Times and Dates of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Are you a member of this organization? Yes \_\_\_ No \_\_\_

**Note: 1. Please attach a descriptive brochure or a copy of the meeting agenda if available.**

**2. See reverse side for guidelines.**

Have you read the guidelines on the reverse side of this form? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Expenses: Registration \_\_\_\_\_ Lodging \_\_\_\_\_

Travel – Auto @ \$ . Per mile \_\_\_\_\_ Miscellaneous \_\_\_\_\_

Total Estimated Expenses \_\_\_\_\_ Will there be any payment for expenses from any other source? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what source? \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_ I am **NOT** applying for reimbursement of expenses.

\_\_\_\_\_ I **AM** applying for reimbursement of expenses. ***(Attach a Google map instead of your odometer readings for travel outside of the district. Original receipts are required for reimbursement). You may not apply for reimbursement of expenses if you do not indicate your intent to do so on this form.***

Date \_\_\_\_\_ Signature \_\_\_\_\_

-----  
**PART # 2 TO BE COMPLETED BY SUPERVISOR:**

I approve reimbursement from account number \_\_\_\_\_

I disapproved; state reason and return form to applicant \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Assistant Superintendent

\_\_\_\_\_  
Superintendent

**SUPERVISOR SHOULD COMPLETE IF ABSENCES ARE APPROVED:**

\_\_\_\_\_ Yes, a substitute will be needed – charge substitute to:

\_\_\_\_\_ Regular personnel account

\_\_\_\_\_ No, a substitute will not be required.

Other, specify \_\_\_\_\_

## GUIDELINES FOR FACULTY TRAVEL AND REIMBURSEMENT

1. The guideline for approval of travel requests will depend upon the value the teacher's attendance will bring to the students in the MSD of Martinsville. To achieve this end, teachers attending conferences under these guidelines may be requested to share their experiences with other faculty members or administrators.
2. To be considered for reimbursement, a teacher must belong to the organization sponsoring the meeting, if applicable.
3. Teachers desiring to attend and be reimbursed, if appropriate, for attendance at an educational conference must discuss the proposed attendance with the building principal and complete a travel request form obtained from the principal. Prior to finalizing plans for attendance, the request form approved by the superintendent should be returned to the teacher.
4. For meetings in the central Indiana area, mileage, and the payment of registration fees which are an integral part of the meeting agenda will be reimbursed by the school corporation. Meal expenses will be reviewed by district administration for reimbursement if the meeting includes an overnight stay.
5. Teachers approved to attend meetings outside the central Indiana area will be reimbursed for mileage, registration, and if overnight accommodations are needed, the school district will pay an amount equal to the single room rate or actual cost, whichever is the lesser. A hotel receipt must be attached to the claim for reimbursement.
6. The mileage rate for driving will be that established by the current IRS rate and will be paid for approved travel. However, a google map for the trip must be attached and miles recorded on Form #101, mileage reimbursement form issued by the State Board of Accounts for travel information.
7. If commercial travel arrangements are made, a receipt for the ticket must be included with the claim for payment.
8. Reimbursement for fees and travel expense (i.e. mileage, meals, fees, and motel) will not be paid UNLESS the Professional Leave Form has been approved. If requesting to be reimbursed for expenses, you MUST attach the ORIGINAL RECEIPTS to an Accounts Payable Claim. Please note copy of a cancelled check or credit card receipt is not sufficient. Your signature is required at the bottom of the form.
9. Teachers desiring to attend conferences outside the immediate area and extending past two days may, with administrative approval, be granted professional leave on a shared basis with the teacher contributing personal leave days in a like manner to those granted by the corporation.
10. If a teacher or administrator has received board approval to attend an out of state conference, a total to be reimbursed will be the cost of registration plus up to \$500.00 in expenses.
11. Variances to any of the above provision may be granted by the superintendent.