

NORTH ADAMS COMMUNITY SCHOOLS
PROFESSIONAL LEAVE FORM

REQUEST FOR APPROVAL OF ABSENCE WITH PAY FOR PROFESSIONAL REASONS

Name

Location

Date(s) and Time of Meeting/
Conference

Reason for Absence

Place of Meeting/Conference

Is Substitute Required?

Yes

No

If so, exact time sub is needed.

Is corporation vehicle required?

Vehicle # assigned.

Corporation Vehicle Not Available

Yes

Will Use Personal Vehicle

No

Date/time of vehicle
picked up.

Date/time of vehicle
returned.

Mileage for personal vehicle can be
submitted only if corporation vehicle is not
available.

Estimated Expenses

Registration

Meals

Lodging

Fund Number for Meals

Fund Number for Lodging

Fund Number for Transportation

Fund Number for Registration

PO#

Fund Number for Substitute

Approved Building Administrator

Date

Approved Superintendent

Date

Save As: Username_PD Title_Month_Day_Year (Use Actual Date of PD) PRINCIPALS: Email Form to Olivia

Reimbursements without original receipts and a completed Accounts Payable voucher will not be processed. Receipts and documentation need to be turned in within one working day. Reimbursement of purchases must be pre-approved.