

Instructions for the REQUEST FOR PROFESSIONAL LEAVE FORM (revised 3/15/23)

One form is to be used by both certified and support personnel.

Estimate cost of Meeting/Activity

By type of expenditure, estimate the ENTIRE cost of the meeting/activity.

Use the per diem amount for meals. **(Breakfast \$8, Lunch \$14, Dinner \$22)**

Travel must begin before 6:00 a.m. to receive breakfast reimbursement.

Travel must end after 6:00 p.m. to receive dinner reimbursement.

If your registration fee includes meals, do not include it in your total.

*Remember to add at least 10% lodging tax to the quoted hotel room rate.

*Use googlemaps.com to calculate mileage. **(Current reimbursable rate is \$.625 per mile)**

Below is a list of round trip miles to common locations:

Anniston	60 miles	60 miles @ \$.625 = \$37.50
JSU Inservice Center	60 miles	60 miles @ \$.625 = \$37.50
Auburn	250 miles	250 miles @ \$.625 = \$156.25
Birmingham	140 miles	140 miles @ \$.625 = \$87.50
Huntsville	160 miles	160 miles @ \$.625 = \$100.00
Jacksonville	50 miles	50 miles @ \$.625 = \$31.25
Mobile	640 miles	640 miles @ \$.625 = \$400.00
Montgomery	300 miles	300 miles @ \$.625 = \$187.50
Orange Beach	680 miles	680 miles @ \$.625 = \$425.00
Point Clear	650 miles	650 miles @ \$.625 = \$406.25
Tuscaloosa	250 miles	250 miles @ \$.625 = \$156.25
Pelham	160 miles	160 miles @ \$.625 = \$100.00
Prattville	280 miles	140 miles @ \$.625 = \$175.00

If Local School Funds are to be used, the following steps are needed:

Form to be completed and signed by individual attending event.

Designated "Funds to be Charged" as: Local School.

Use "Comments" line for needed explanations.

Form to be signed by school principal.

Copy to be made at school and retained.

Form to be sent to **Marcia Farabee** for approval. Elementary needs to send to **Sharon Maness** first and she will forward to **Marcia Farabee's** office.

If Central Office Funds are to be used, the following steps are needed:

Form to be completed and signed by individual attending event.

Designate "Funds to be Charged" as: See "Who Approves" for listing.

If different funds are to be used, list beside type of expenditure.

If % of funds are to be used, list under "Fund to be Charged".

Use "Comments" line for any needed explanations.

Form to be signed by school principal/supervisor.

Copy to be made at school/program and retained.

See list of "Who Approves" for where to send the form.

Form to be sent to project/fund supervisor to approve expenditure coding.

Form to be sent to superintendent for final approval.

Put leave in AESOP & wait for email from NetPost stating the leave was approved.

Obtain copy of email to attach to any travel reimbursement, if needed.