

EMPLOYEE TRIP REQUEST / ABSENCE FORM

U.S.D. #373

EMPLOYEE'S NAME _____

SOCIAL SECURITY # _____

SCHOOL _____

(Please type or use sharp pen)

EMPLOYEE'S REQUEST

I (will be) (was) absent from school duties from:

Month Day Year Time A.M. to Month Day Year Time P.M.

Leave is for _____ day(s) and/or _____ hour(s) of absence

State reason for absence: _____

Meeting sponsored by: _____ Location of meeting: _____
(Please attach copy of workshop information, if available)

State the type of leave being requested (see list below): _____

Approval is requested: With pay _____ Without pay _____

Substitute Needed? YES NO If yes, give specific hours: _____

Employee's Signature

Date

ESTIMATED TRIP EXPENSES--To Be Completed By Employee

PROFESSIONAL DEVELOPMENT PLAN GOAL (Check At Least One) _____ District _____ Building _____ Individual _____

TRANSPORTATION: Method _____ \$ _____ Acct# _____
If by car, round trip miles from Newton to _____

MEALS: Number _____ Estimated cost \$ _____ Acct# _____

LODGING: Number of nights _____ Estimated cost \$ _____ Acct# _____

REGISTRATION: (If to be prepaid, attach purchase order and any necessary registration forms) \$ _____ Acct# _____

OTHER ESTIMATED EXPENSES: _____ \$ _____ Acct# _____

TOTAL \$ _____

AMOUNT APPROVED \$ _____ Initialed by: _____

RECOMMENDATION

Administrator's/Director's Recommendation:

Approved _____ Disapproved _____

Supt.'s/Asst. Supt.'s Recommendation:

Approved _____ Disapproved _____

Signature / Date

Signature / Date

- _____ Chargeable Temporary Leave
- _____ Sick
- _____ Family Illness/Bereavement
- _____ Vacation

- _____ Personal
- _____ Emergency
- _____ Association
- _____ Legal

- _____ Professional
- _____ Student Activity
- _____ District Committee

TO EMPLOYEE: 1. Your request for absence from _____ to _____ is approved
with pay for _____ day(s) / hour(s)

2. Your request for absence from _____ to _____ is approved
without pay for _____ day(s) / hours(s)

Comments: _____

District Office Signature / Date

CENTRAL OFFICE DECISION

White/Director, C.O.

Canary/Bldg. Admin

Pink/Employee