



Spartanburg School District 7

Request for Professional Learning Leave (PLL)

Name:

School/Site:

Title of workshop, conference, training:

Date(s) of workshop, conference, training:

Location (City, State) of Meeting:

Is a substitute required? Yes [ ] No [ ] if yes, do you need a Full Day [ ] Half Day AM [ ] Half Day PM [ ]

\*\*\*\*\*

\* FUNDING SOURCE: please check one:

School Funds [ ] District Funds [ ] Title Funds [ ] Other Funds (please specify i.e. Grant or Athletics)

PROJECTED EXPENDITURES:

- 1. Registration Please attach a copy of your registration confirmation if using any district funds. Fee: \$
2. Mileage If two or more staff members are going to the same conference, workshop or training, carpooling is required unless approved otherwise. You must check to see if district vehicle is available before requesting mileage.

Requesting Mileage? Yes [ ] No [ ]
District Vehicle available? Yes [ ] No [ ]
If available did you reserve the vehicle? Yes [ ] No [ ]

If District Vehicle is not available, mileage can be requested.
Submit your total round trip mileage from your worksite.

If applicable:

- 3. Hotel Will you stay overnight? Yes [ ] No [ ]
Are you requesting lodging? Yes [ ] No [ ]
Total cost of lodging: \$ Attach copy of hotel reservation confirmation if using District Funds
Are you requesting overnight per diem? Yes [ ] No [ ]
If Yes, you must submit a TRAVEL CLAIM with a copy of a daily agenda from the workshop or training attached UPON YOUR RETURN. Please send to Instruction Dept. at the District Office if using District Funds. All other go to the Business Office.

4. Additional Expenses: (airfare, parking, etc.) \$

\*\*\*\*\*

Signature of Requester \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of District Official: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_

Substitute paid from School Bank or District Account?
School Bank Account Number: \_\_\_\_\_
For District Office Only: Account Number: \_\_\_\_\_