CAMERON PARISH SCHOOL BOARD

Request for Professional Leave

(Any Official School Business In or Out-of-Parish)

Name:_____ **Location:**_____
(School/Central Office)

Purpose of Travel:_____

_____

Destination:_____

Hotel/Motel Name:_____

Was a substitute hired? ☐ **yes** ☐ **no**

Departing_____ **on** _____ **at** _____☐ **a.m.** ☐ **p.m.**
(City) (Date) (Time)

Returning to_____**on** _____ **at** _____☐ **a.m.** ☐ **p.m.**
(City) (Date) (Time)

Source of funds to be used:_____

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I certify that the above travel will be for official business of the Cameron Parish School Board.

Signature:_____ **Date Requested:**_____

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Approved By:

Principal:_____ **Supervisor:**_____

SUPERINTENDENT MUST APPROVE ALL PROFESSIONAL LEAVE

Permission Granted _____ **Permission Denied** _____

Comments:_____

_____

Superintendent: _____

ALL REQUESTS MUST BE ACCOMPANIED BY A LETTER/AGENDA REQUESTING ATTENDANCE FOR SCHOOL BOARD BUSINESS

A COPY OF THIS FORM MUST BE ATTACHED TO THE TRAVEL REINBURSEMENT REQUEST, AS WELL AS, THE EMPLOYEE ABSENTEE SHEET THAT IS TURNED IN AT THE END OF THE MONTH