The Public Schools
Secaucus Board of Education

Application for Absence for School Business
Submit application in duplicate; attach documentation to original application only
Principal maintains original on file; employee may request a copy on an as-needed basis.

Complete Application for Absence for School Business and enter school business absence date into AESOP. Principal approves school business absence in AESOP when approved application is returned by Superintendent.

This application is to be submitted to the Superintendent after initial approval by the supervisor (if applicable) and building principal no later than forty-five (45) days prior to the workshop/conference. All Application for Absence for School Business must be board approved prior to the workshop event. Refer to Travel Event Procedures on the district website. This application is not required for mandated in-district workshops.

Title of workshop/conference: __________________________
Date(s) of Attendance: __________________________

Will workshop/conference be held during instructional time? □ Yes □ No
Will a substitute teacher be needed? □ Yes □ No □ If yes, specify date(s): __________________________

Instructional rationale for request: Include how workshop/conference relates to district, department, and/or building goals and contributes to the participant’s educational function and professional growth, and attach documentation that includes title, date(s), and cost of workshop/conference.

Staff members who participate in out-of-district programs at Board expense must submit a Workshop/Conference Report highlighting the main thrust and ideas observed by the participant. The Workshop/Conference Report form is to be obtained from the principal, and is to be submitted to the principal/supervisor within one week of completion of the workshop/conference. No expenses can be reimbursed unless the Workshop/Conference Report and a copy of the approved Application for Absence for School Business form are attached to the purchase order.

ALL CONFERENCE FEES AND TRAVEL EXPENSES MUST BE PRE-APPROVED BY THE SUPERINTENDENT OR DESIGNEE AND APPROVED BY THE BOARD OF EDUCATION.

Registration:

Method of Travel:
Automobile expenses are reimbursed at the current approved rate of $.35 per mile as per Board policy. The total number of miles may not exceed round trip distance from Secaucus to the workshop/conference site. Note: Mileage for out of district conferences may not be reimbursable. Include Tolls and Parking in calculation

Hotel: Hotel expenditures must not exceed the amounts allowable per night listed in the Federal Register for a specific geographical location.

Meals: Itemized receipts by date and amount are necessary. Amounts in excess of the daily per diem meal allowance listed in the Federal Register for a specific geographical location will not be reimbursed.

Date Submitted: __________________________
Estimated Total Cost: __________________________

Print Employee’s Name: __________________________
Principal’s/Supervisor’s Approval: __________________________
Employee’s Signature: __________________________
Superintendent Approval: __________________________
Subject Area/Grade: __________________________
Dir. of Curriculum/Instruction Approval for Supervisors only: __________________________
Home School: __________________________
Funded by Account: (Grant/District/School)Circle One

Application is approved □ Yes □ No
Board Approval Date: __________________________

Revised 02/2020