

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: \_\_\_\_\_

Location: \_\_\_\_\_ 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 SUPERINTENEDENT OR DESIGNEE AND APPROVED BY THE BOARD OF EDUCATION.**

<b>Registration:</b>		
<b>Method of Travel:</b> _____ 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. <b>Note:</b> Mileage for out of district conferences may not be reimbursable. Include Tolls and Parking in calculation		
<b>Hotel:</b> Hotel expenditures must not exceed the amounts allowable per night listed in the Federal Register for a specific geographical location.		
<b>Meals:</b> 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.		
<b>Date Submitted:</b>		<b>Estimated Total Cost:</b>
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:	<b>Funded by Account : (Grant/District/School)Circle One</b>	

Application is approved  Yes  No

Board Approval Date: