

## PROFESSIONAL MEETING REQUEST FORM

Date: \_\_\_\_\_

Complete and submit ONE copy at least TWO WEEKS in advance of the date for which leave is requested to one of the following:

- Building Professional Leave Committee
- Central Office
- Grant Administrator

I hereby request permission to attend

\_\_\_\_\_ title of meeting  
at \_\_\_\_\_ on \_\_\_\_\_

This trip is related to my work in \_\_\_\_\_

Estimate cost and source of funds:

Transportation	_____ miles x <u>\$0.575</u> = _____	
Lodging	_____	<input type="checkbox"/> Prof. Leave Cte
Registration	_____	<input type="checkbox"/> Central Office
Meals	_____	<input type="checkbox"/> Grant
Other	_____	

Total estimated cost of all expenses: \_\_\_\_\_ ☐ Take District Credit Card or ☐ Reimbursed

A substitute will be needed for \_\_\_\_\_ day(s). ☐ AM or ☐ PM (Teacher enters Prof. Mtg. in AESOP)

Are there others from the Oregon City Schools who plan to attend? ☐ Yes ☐ No Number \_\_\_\_

Please check level: ☐ Elementary ☐ Middle School ☐ High School

Please check department: **High School Only**

- |                                      |  |  |                                      |
|--------------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Counseling            | <input type="checkbox"/> Language Arts     | <input type="checkbox"/> Career Tech |
| <input type="checkbox"/> Art         | <input type="checkbox"/> Eng/Manu/Health Prof. | <input type="checkbox"/> Math              |                                      |
| <input type="checkbox"/> Athletics   | <input type="checkbox"/> Foreign Language      | <input type="checkbox"/> Science           |                                      |
| <input type="checkbox"/> Band        | <input type="checkbox"/> Health/PE             | <input type="checkbox"/> Social Studies    |                                      |
| <input type="checkbox"/> Choir       | <input type="checkbox"/> IT/Business/Marketing | <input type="checkbox"/> Special Education |                                      |

Print Name \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Acknowledged by Dept. Chairperson **High School Only** \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Professional Leave Committee \_\_\_\_\_  
Central Office \_\_\_\_\_  
Grant Administrator \_\_\_\_\_

Upon completion, please submit an **Expense Reimbursement Form** to the bookkeeper for reimbursement.

**\*\*\*DO NOT register for the professional meeting until a purchase order has been processed and you have verified it. You may request a copy for your records from the Central Office.\*\*\***

OREGON CITY SCHOOLS  
PROFESSIONAL LEAVE  
EFFECTIVE AUGUST 1, 2017

On approval, professional leave without loss of pay may be granted according to the following guidelines:

1. Requests for professional leave will be filed with two weeks in advance of the date for which the leave is requested with one of the following:
  - Building Professional Leave Committee
  - Central Office
  - Grant Administrator
2. Under extraordinary circumstances, the two weeks' notice may be waived.
3. Application forms shall be available in the office of each school.
4. Reimbursement of total expenses will not exceed 10% over the approved estimated expenses.
5. Travel allowance, when private car is used, is the IRS rate. Mileage to Columbus is limited to 275 miles.
6. Tips cannot be reimbursed.
7. Employees will be reimbursed using the following IRS guidelines:
  - a. Overnight stay out of town – One day event or last day of multiple day event
    1. Dinner night before event if staying in hotel out of town that night
    2. Breakfast day of event
    3. Lunch day of event
  - b. Overnight stay out of town – Multiple day event
    1. Dinner night before event if staying in hotel out of town that night
    2. Breakfast day of event
    3. Lunch day of event
    4. Dinner day of event
  - c. Purchase Order must be in place prior to event
  - d. Itemized receipts must be turned in for reimbursement
  - e. Snacks are not reimbursed
  - f. Maximum meal reimbursement as allowed per IRS guidelines
  - g. Non-overnight events/meetings do not qualify for meal reimbursement
8. Employees may be required to provide a written or verbal report of the professional meeting for which they received reimbursement.
9. A professional meeting is a meeting, conference or workshop related to the teacher's teaching assignment or extracurricular duties or professional organization." This does not include:
  - Courses, except for those otherwise specified in the Agreement, leading to college or university credit.
  - Meetings attended by the employee at the Board expense that do not directly relate to the present teaching assignment or an assignment made for the following year
  - Convention or meetings of the American Federation of Teachers or their affiliates in which union business or political action is a part of the program