**Avoyelles Parish School Board**

**Professional Leave Request Form**

**Out-of-Parish/Out-of-State Travel Request Form**

**(Attach to Travel Expense Form)**

**To: Karen Tutor**

 **Superintendent of Schools**

**From:\_\_ \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_Finance/Central Office\_\_\_\_\_\_\_\_\_\_**

 **Principal/Staff School/Department**

**I am requesting permission to be approved for professional leave:**

 **\_\_Out-of-Parish Travel \_\_Out-of-State Travel**

**Cost Estimate:$\_ \_\_\_\_\_\_\_\_\_\_\_\_**

Funding Source\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Supervisor Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Absence)\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and Purpose of convention, conference or meeting:

 (Attach invitation to and/or notice of meeting or program.)

 Approved by Superintendent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: One (1) report required for each trip.