



Registration PR # _____

TREQ# _____

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

REQUEST FOR PROFESSIONAL LEAVE

PR#: AIRLINE _____ PR# HOTEL _____ PR# CAR _____

PO#: AIRLINE _____ PO# HOTEL _____ PO# CAR _____

Name: _____ Date: _____

Campus: _____ Phone: _____

Purpose: _____

Destination City: _____ State: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Total Number of Days: _____ Total Number of Nights: _____

Conference Dates: _____

Account #: _____ Total: \$ _____

Account #: _____ Total: \$ _____

Account #: _____ Total: \$ _____

Original to be submitted to Finance Dept. for expense reimbursement. One copy each for applicant, , immediate supervisor and Absence Report.

Expenses:

Meals: \$ _____

Registration: \$ _____

Lodging: \$ _____ x _____ nights=\$ _____

Parking Fees: \$ _____

Lodging Tax \$ _____

Rental Car: \$ _____

Air Fare: \$ _____

Mileage: \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Grand Total \$ _____

The District will pay for involuntary incidental expenses imposed by an outside party. (i.e. mandatory parking fees, etc.) Voluntary expenses, which have not received prior approval, will not be reimbursed. (i.e. car rental amounts exceeding District travel rates, etc.)

Please list other BISD employees you will be rooming with and sharing expenses:

	Name	Position /Title	Campus/Department
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Signatures/Authorizations

	Signature	Date
Employee	_____	_____
Principal/Administrator	_____	_____
Program Administrator	_____	_____
Special Program/K-12 Adm.	_____	_____
Assist./Area Superintendent	_____	_____
Superintendent of Schools	_____	_____

Original - Finance Department for expense reimbursement
 Copy of approved form Retained by Applicant
 Copy of approved form To immediate supervisor
 Copy of approved form Personnel Office

Required Documentation

If travel is to a seminar, conference or training, backup documentation must be provided with the Travel Application Request. Backup documentation includes: Professional Leave with appropriate signatures and any special hotel conference rates.