



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.*

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Copy of approved form

Travel Department