 Click "File", "Save As", set "Desktop" as the destination, click "Save" Fill out the form. Click "File", "Save" 								
L	3. Attach the form from the desktop to an e-mail and send to the appropriate person.							
	PLYMOUTH COMMUNITY SCHOOL CORPORATION							
	PERMISSION TO ATTEND PROFESSIONAL MEETINGS DURING SCHOOL TIME – 3243 F1							
	To be completed by STAFF MEMBER							
	Name of Conference:							
	Place of Conference: City	State	S	School				
	Dates of Conference:		#	# of WORK Days Gone:				
	Substitute Teacher Needed?		Ş	Sub Needs to be Called?				
	Expected values to be received at conference:							
	Estimated Professional Expenses (Itemized Claim & Receipts must be turned in before payment can be disbursed.)							
	Meals (itemized bill required – no alcoholic beverage)							
	Lodging							
	Mileage							
	Registration Fees (receipt required)							
	Total Estimated Expenses							
	Name of fund or grant (if expenses are supplied by a special fund or grant) Sub to be paid by this grant?							
			_					
	Staff Member Digital Signature	Date		Staff Member - Email to Principal for Approva	d			
		Date			-			
To be completed by PRINCIPAL/SUPERVISOR								
	Request Recommended:	Not Recomm	nended:					
			\Rightarrow					
	Principal Digital Signature	Date		Principal – Email to Business Manager				
To be completed by BUSINESS MANAGER/SUPERINTENDENT								
	Business Manager Signature		Approve	Deny				
	Superintendent Signature							

To be completed b	y PAYROLL	DEPARTMENT
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of Conference Days used:

Date:

Recorded:

Email Staff Member, Building Secretary, Payroll, Accounts Payable