

1. Click "File", "Save As", set "Desktop" as the destination, click "Save"
2. Fill out the form. Click "File", "Save"
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 School

Dates of Conference: to # of WORK Days Gone:

Substitute Teacher Needed? 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 Approval

To be completed by PRINCIPAL

Request Recommended

Not Recommended:



Principal Digital Signature

Date

Principal – Email to Payroll Department

To be completed by CENTRAL OFFICE SECRETARY

Date Received:

Placed on Board Agenda

Tentative Board Approval Date: Email Staff Member, Building Secretary, Payroll, Accounts Payable

To be completed by PAYROLL DEPARTMENT

of Conference Days used:

Recorded: