

**GOVERNING BOARD OF OHIO VALLEY ESC  
PROFESSIONAL LEAVE APPLICATION – REQUEST FOR APPROVAL**

Name: \_\_\_\_\_ Date \_\_\_\_\_

1. Please give the following information about the meeting you plan to attend:
  - a. Purpose of the meeting \_\_\_\_\_
  - b. Proposed destination \_\_\_\_\_
  - c. Date(s) of meeting \_\_\_\_\_
  - d. Are you an official delegate? \_\_\_\_\_
  - e. Brief description of program and how it will likely improve your classroom instruction: \_\_\_\_\_  
\_\_\_\_\_
2. Estimated Expenses:
  - a. Mileage \$ \_\_\_\_\_
  - b. Lodging \$ \_\_\_\_\_ *A requisition must be done.*
  - c. Meals \$ \_\_\_\_\_
  - d. Registration \$ \_\_\_\_\_ *A requisition must be done.*
  - e. Misc. \$ \_\_\_\_\_
  - f. Sub Total \$ \_\_\_\_\_
  - g. Substitute \$ \_\_\_\_\_ Grand Total \$ \_\_\_\_\_
3. Have you attended a professional meeting during the current school year for which you were reimbursed by the Governing Board of ESC? Yes \_\_\_\_\_ No \_\_\_\_\_

Employee Signature \_\_\_\_\_

4. I recommend that this application be approved \_\_\_\_\_ disapproved \_\_\_\_\_  
Date \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

5. Superintendent's Approval of Leave and Expenses:

Approved and Amount \_\_\_\_\_

Disapproved (Comments) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Superintendent \_\_\_\_\_

**One copy will be returned to staff member upon approval.**

**REQUISITIONS MUST BE SUBMITTED AND A PURCHASE ORDER RECEIVED FOR  
APPROVED EXPENSES BEFORE ATTENDANCE AT MEETING.**