

PROFESSIONAL LEAVE REPORT

(This professional leave report is to be completed **ONLY** if external expenses were incurred. Please submit this report to the superintendent's office within three (3) days after the leave.)

Name _____

Date _____

Purpose of Leave _____

External Expenses Incurred:

Registration Fee	_____
Meals	_____
Lodging	_____
Mileage	_____
Parking	_____

Total Expenses Expected to be Reimbursed by the Board of Education
(Attach receipts whenever possible.) _____

Give a brief summary of the results of the leave, including significant speakers, your educational gain, and most worthwhile topics, where appropriate. This report is submitted verbatim to the Board of Education and is made available to the press. Please be complete enough in your report that the Board can better determine the value of the leave and whether or not the expenditure of funds for the leave was a good educational investment.