**Lexington Public Schools Protocol for Professional Development Leave Request**

All staff requesting to attend conferences and/or professional development opportunities, will need to ensure that they use the following protocol in requesting those times.

1. A form needs to be filled out and submitted regardless if there is a cost to attend or if no travel is involved. (EX: If you live in Kearney and are attending a workshop at ESU10, you still need to fill out a request).
2. Staff member must go to [www.lexschools.org](http://www.lexschools.org) and print off the “Professional Leave Request” located in the Employee Portal. Scroll down to the Additional Documents section. This form can also be found under Business Office.
3. Once completed, (include registration, hotel & any special room rates, conference information, airline and any links) the form will be submitted to a direct supervisor for approval. It will then be sent to the Central Office by staff member who is requesting PD.
4. Once received, the request will be reviewed and approved or denied by a Central Office Administrator.
5. If a group is traveling together, everyone must submit requests at the same time.
6. Upon review and approval or denial, the form will be scanned and emailed to the staff member(s) who submitted the request informing them of approval or denial.
7. The staff member submitting the request form will need to supply any registration, hotel, airline information and any links with request. Kerri Dangler will register staff/group at the same time, unless otherwise informed by email. All hotel & airline reservations will then be made by Kerri Dangler. Efforts will be made to ensure rooms are reserved at the location of the conference facility. Those hotels that LPS has direct billing contracts with will be given first priority.
8. A copy will be given to the business office in the event the staff member may need an LPS credit card for traveling expenses (hotel, meals, etc.). If a credit card is needed, please plan ahead and request a credit card from the business office. You may pick the card up one day prior to your departure. All itemized receipts and credit card must be returned to business office immediately upon return.
9. Staff member(s) will be responsible for submitting LPS car/van requests with Kris Saulsbury. This form can be found on the LPS website employee portal under Transportation Maintenance.
10. The original Professional Leave request will be on file with Kerri Dangler at the Central Office.

***Travel Information Reminders for LPS Staff***

* Staff member(s) will be responsible for submitting LPS car/van requests with Kris Saulsbury. Reimbursement for gas only will be given if a school vehicle is not available. If you choose to take your own vehicle, mileage will not be reimbursed.
* If you are taking a school vehicle from the Central Office, park your car in the gravel spaces or park in the spot where the school vehicle was located.
* Please plan ahead and request a credit card from the business office. You may pick the card up one day prior to your departure.
* If you take a credit card with you on your travel, all itemized receipts and credit card must be returned to business office immediately upon return.
* If you are not provided an itemized receipt, you must request one from the business.
* Items needing receipts (not an all-inclusive list – please check with LPS business office for any questions):
  + - Airline Baggage receipts
    - All food expenses (must be itemized receipt for auditing purposes)
    - Hotel receipts
    - Transportation receipts
      * Gas
      * Taxi/Shuttle Services-please do not use rideshare apps

Lexington PS Logo (Spot)

CC# (OFFICE USE ONLY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lexington Public Schools**

**Professional Development Leave Request Form (8/23)**

This form is to be filled out by **ALL** Lexington Public Schools employees who are attending any out of district activity even if there is no cost to attend\* (e.g. professional development, conferences, etc.). This form needs to be completed and submitted to a direct supervisor and CO Administrator for approval **BEFORE** any arrangements are made.

\*Student Activities (e.g. field trips, sporting or fine arts activities) do not need to complete this form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT INFORMATION** | | | | |
| Staff Name: | Name of Event: | | | |
| Date of Event: | Location of Event: | | | |
| Who is Hosting Event/Vendor: (Please attach any information such as flyers or registration information) | | | | |
|  | | | | |
| **ESTIMATED COSTS** | | | | |
| Registration/Materials Fee:  **DO NOT REGISTER FOR WORKSHOP UNTIL REQUEST HAS BEEN APPROVED** | | | | $ |
| Airline Ticket(s): | | | | $ |
| Dates air travel is needed: | | | |
| Will you need a school vehicle?:  No  Yes (send vehicle request to Kris Saulsbury)  Mileage to Airport: **SCHOOL VEHICLE MUST BE REQUESTED FIRST** | | | | $ |
| Lodging:       nights @ $     /night (Special/conference/group rate or block of rooms reserved?) | | | | $ |
| Date(s) hotel is needed: | | | |
| Meals:       days @ $45 per day max (meals are not provided/reimbursed for 1-day trips) | | | | $ |
| Ground Transportation: (taxis, car rental, etc.) | | | | $ |
| **TOTAL:** | | | | $ |
| **REQUESTOR CONSENT** | | | | |
| Signature: | | | Date: | |
| Direct Supervisor Signature: | | | Date: | |
| By signing this form, I acknowledge that I have read and understand the Lexington Public Schools Travel and Expense Reimbursement Policy. | | | | |
| **CHARGES ARE TO BE CODED TO**  to be filled out by direct supervisor or CO Administrator | | | | |
| Code: | | | | |
| Stipend Code: Amount: | | | | |
| **THE FOLLOWING TO BE COMPLETED BY CENTRAL OFFICE** | | | | |
| \_\_\_\_\_\_\_ Travel & Activity Approved | | \_\_\_\_\_\_ Travel & Activity Denied | | |
| Hotel Reservations needed: \_\_\_\_\_ Yes \_\_\_\_\_ No | | Airline Reservations needed: \_\_\_\_\_Yes \_\_\_\_\_No | | |
| Signature: | | Date: | | |