

Houston County Board of Education
Professional Development/Professional Leave Checklist

School: _____ Name: _____ Date: _____

For payment from funds held at Central Office or from Local School funds
May be included as additional expenditure documentation but not required

**PRIOR TO SUBMITTING LEAVE FORM,
ASK PRINCIPAL ABOUT FUND SOURCE TO PAY APPLICABLE COSTS**

- Professional Leave form submitted (Houston County Leave Form)
in advance
- Attach AGENDA, registration form or notification of meeting if applicable
- Notes entered in details box
- Once **approved** Professional Leave form received, absence entered in Kelly/Frontline (**Create Absence**)
- Notes entered in Notes to Administrator box
- Once **approved** Professional Leave form received, requisition submitted for reimbursement of costs (not necessary for administrator travel)
ONLY ONE REQUISITION UNLESS SPECIFIED BELOW
 - Approved** Professional Leave form attached
[if using FEDERAL FUNDS, attach agenda and CIP documentation]
 - Hotel cost (if hotel cost will be paid by CO or school, a separate requisition will need to be submitted) [hotel rate \$250 per night (includes taxes)]
[attach hotel confirmation email to show total cost due]
 - Registration fee (if registration fee will be paid by CO or school, a separate requisition will need to be submitted) [attach registration fee to show total cost due]
 - Estimated amounts for mileage and meal(s) reimbursement
[mileage rate, \$0.58 per mile - Jan. 1, 2019; meal rate, \$50 per day]
 - Substitute Cost (**for field trips or professional development**) of \$88.73 per day (include on reimbursement requisition)

NOTE:

Coverage of costs and/or reimbursements will not be processed for professional leave that is disapproved.