St. Lucie Public Schools
Fort Pierce, Florida

Request/Reason for Absence for Professional Leave Outside Normal Workday

In order to be reimbursed for approved expenditures, you must obtain (itemized) receipts for room, parking, registration, tolls, air fare, car rental or other expenses you may have. These must be attached to your "request for Travel Expense Reimbursement" Form FIN0023 upon returning from your approved travel. Meal receipts are not needed. You must obtain School Board/Supervisor approval for any absence even if it occurs after hours or weekends.

Printed Employee Name _____ _____ Date _____
First Last

Position _____ School/Department _____

Date(s) of leave: Beginning _____ _____ _____ _____ ☐ A.M. ☐ P.M.
Month Day Year Hour

Ending _____ _____ _____ _____ ☐ A.M. ☐ P.M.
Month Day Year Hour

Was this absence approved in advance by your immediate supervisor? ☐ Yes ☐ No

Purpose of Leave *(be specific)* _____

_____

_____

Place you will be: _____ _____
City State

Please check if requesting:
☐ Per Diem or room cost & meal allowance
☐ Meal or Public Conveyance
☐ Registration Fee
☐ Substitute

(Per Diem and travel reimbursement will be paid only for the period approved on this leave.)

_____
Employee Signature

_____
Immediate Supervisor Signature

_____
Human Resources Administrator

For School/Department Use Only
Fund Source _____

White: Payroll Canary: School File Copy Pink: Human Resources Gold: Employee