irections	Name		Annlies	ation Date		
Reference in Outlook the Release Time Cale	ndar for sub —			CDC ID II		
availability. Reserve sub time on Release Time Calendar.						
Complete Supporting Documentation for Ou						
travel on side 2. Attach: A written descripti	i i request per	I request permission to attend the following:				
articulating the necessity, alignment, and ant	icipated					
value of the experience, copies of conference agenda, etc.	e sessions, Name of ever	nt				
PLA form initiated by attendee if requesting t	to attend Location of e	vent – City/State				
conference.	Name of orga	anization sponsoring e	vent			
PLA to supervisor for approval. If renting a ca	ar, signature	Are you a member of this organization? Yes No Date(s) of event (inclusive) (m/d/yr) START END				
of Director of Business Services is required. * Supervisor verifies "Substitute Work Schedule	e "					
Submit to Office of School Improvement for						
to cabinet.	Reason					
PLA form returned to budget manager.						
Budget manager requests substitute	e Return To:					
FUNDING SOURCE	Key		Object		Amount	
PD Account			·	\$		
ECA Account				\$		
Grant				\$		
Other				\$		
Paid by other school Paid by an outside agency (Attach billing				\$		
	,					
Lodging # of nights Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any menor and the second fare) * \$25.00 per day \$25.00 per day	Intra-cit	ty transportation	= = = \$ 	\$		
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer	mbership fee) Miles	@ 55¢ per m ted cost of all transpor	= = = = = = = = = = = = = = = = = = =	\$		
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car**	mbership fee) Miles	@ 55¢ per m	= = = = = = = = = = = = = = = = = = =	\$		
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$	mbership fee) Miles Estimat	@ 55¢ per m ted cost of all transpor Total estimate	= = = = = = = = = = = = = = = = = = =	\$ \$ \$ \$	te Required	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter.	mbership fee) S Intra-cit Miles _ Estimat	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require	= = = = = = = = = = = = = = = = = = =	\$ \$ \$ \$		
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all travelyou are a presenter. Out of state travel requires the prior approximate to the prior approximate the prior appro	mbership fee) S Intra-cit Miles _ Estimat	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require	= = = = = = = = = = = = = = = = = = =	\$ \$ \$ \$		
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ nderstand the following: Prior approval must be received for all travyou are a presenter. Out of state travel requires the prior approadministrative team.	mbership fee) Miles Estimate The lincluding that for which	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitut Prearranged Substi	= = = = = = = = = = = = = = = = = = =	\$\$\$\$ Substitu	te Required	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any ment of the second secon	mbership fee) Miles Estimate The lincluding that for which	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitut Prearranged Substitut Prearranged by:	=	\$\$\$ Substitu Prearran	te Required nged Substitute	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ nderstand the following: Prior approval must be received for all trav you are a presenter. Out of state travel requires the prior approadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare	mbership fee) Miles Estimate el including that for which oval of the Superintendent's ed prior to travel will not be should be made by the	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitut Prearranged Substitut Prearranged by: Supervisor Indicate:	= = = = = = = = = = = = = = = = = = =	\$\$ \$\$ \$ Substitu Prearran Date	te Required nged Substitute ling travel time):	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ nderstand the following: Prior approval must be received for all trav you are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these experies	mbership fee) S Intra-cit Miles Estimate The lincluding that for which The lincluding that	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitut Prearranged Substitut Prearranged by: Supervisor Indicate: Please check – () A I	= = = = = = = = = = = = = = = = = = =	\$\$ \$\$ \$ Substitu Prearran Date	te Required nged Substitute ling travel time):	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ nderstand the following: Prior approval must be received for all travyou are a presenter. Out of state travel requires the prior approadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these experients are the prior traversed.	mbership fee) Intra-cit Miles Estimate The including that for which The including that for wh	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitute Prearranged Substitute Prearranged by: Supervisor Please check – () A to All Day	= \$ inile \$ ctation = ed cost = ments: te Required tutes Name Substitute Work Scoon DAY () B DAY ()	\$\$ \$\$ \$ Substitu Prearran Date	te Required nged Substitute ling travel time):	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these experience and the employee returns from their travectory teachers. Expenses for rental vehicles will not be rei	mbership fee) Intra-cit Miles Estimat el including that for which oval of the Superintendent's ed prior to travel will not be should be made by the enses will not be reimbursed el. mbursed without prior	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitut Prearranged Substitut Prearranged by: Supervisor Indicate of the please check - () A II All Day Half Day AN	= = = = = = = = = = = = = = = = = = =	\$\$ \$\$ \$ Substitu Prearran Date	te Required nged Substitute ling travel time):	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ nderstand the following: Prior approval must be received for all travyou are a presenter. Out of state travel requires the prior approadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these expenditure that the employee returns from their trave Expenses for rental vehicles will not be reimapproval of the Director of Business Service	mbership fee) Intra-cit Miles Estimat el including that for which wal of the Superintendent's ed prior to travel will not be should be made by the enses will not be reimbursed el. mbursed without prior ces. The district will not	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitute Prearranged Substitute Prearranged by: Supervisor Please check – () A to All Day	= = = = = = = = = = = = = = = = = = =	\$\$ \$\$ \$\$ Substitu Prearran Date chedule (includ	te Required nged Substitute ling travel time):	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these experience and the registration of the registr	mbership fee) Intra-cit Miles Estimat el including that for which wal of the Superintendent's ed prior to travel will not be should be made by the enses will not be reimbursed el. mbursed without prior ces. The district will not	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitute Prearranged Substitute Prearranged by: Supervisor Please check – () A to All Day Half Day AN Half Day PN	= = = = = = = = = = = = = = = = = = =	\$\$ \$\$ \$\$ Substitu Prearran Date chedule (includ	te Required nged Substitute ling travel time): D DAY	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approadministrative team. Professional Leave Applications not approved in the prior approved in t	mbership fee) Intra-cit Miles Estimat el including that for which oval of the Superintendent's ed prior to travel will not be enses will not be reimbursed el. mbursed without prior ces. The district will not vehicles under any	@ 55¢ per m ted cost of all transpor Total estimate Substitute Require No Substitute Prearranged Substitute Prearranged by: Supervisor Please check – () A to All Day Half Day AN Half Day PN	= = = = = = = = = =	\$\$ \$\$ \$\$ \$\$ Substitu Prearran Date chedule (includ	te Required nged Substitute ling travel time): D DAY	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any ment of the standard	mbership fee) Miles Estimat el including that for which by al of the Superintendent's ed prior to travel will not be enses will not be reimbursed el. mbursed without prior tes. The district will not yehicles under any Services Signature* Regulations. Regulations	@ 55¢ per meted cost of all transported cost of all transported assimate Substitute Require No Substitute Prearranged Substitute Prearranged by: Prearranged by: Supervisor Indicate of Please check – () A II Day Half Day AN Half Day PN Custom (mirely	= = = = = = = = = =	\$\$ \$\$ \$\$ \$\$ Substitu Prearran Date chedule (includ	te Required nged Substitute ling travel time): D DAY	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these experient the employee returns from their trave expenses for rental vehicles will not be reimproval of the Director of Business Service assume any liability for damages to rental vehicles. Rental Car Approval: Director of Business Expenses are subject to Finance Procedure	mbership fee) Miles Estimat el including that for which by al of the Superintendent's ed prior to travel will not be enses will not be reimbursed el. mbursed without prior tes. The district will not yehicles under any Services Signature* Regulations. Regulations	@ 55¢ per meted cost of all transported cost of all transported assistance of the cost of all transported assistance of the cost of the co	= = = = = = = = = =	\$\$ \$\$ \$\$ \$ Substitu Prearran Date chedule (includ) C DAY ()	te Required nged Substitute ling travel time): D DAY	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approved in the employees who prepay these expensively according to the prior approvantiation of the Director of Business Service assume any liability for damages to rental varicumstances. Rental Car Approval: Director of Business Expenses are subject to Finance Procedure can be found http://www.cpsk12.org/Page Signature of Applicant Approved as requested	mbership fee) Miles Estimat Miles Miles Estimat Miles Miles Estimat Miles Miles Estimat Miles Miles Miles Estimat Miles Miles Estimat Miles Miles	@ 55¢ per meted cost of all transported cost of all transported assistance of the cost of all transported assistance of the cost of the co	= \$ inile \$ ctation = cd cost = ments: te Required tutes Name Substitute Work Sco DAY () B DAY (\$\$ \$\$ \$\$ \$ Substitu Prearran Date chedule (includ) C DAY ()	te Required nged Substitute ling travel time): D DAY	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approve reimbursed. Advance payment of registration or airfare district. Employees who prepay these experuntil the employee returns from their trave Expenses for rental vehicles will not be rei approval of the Director of Business Service assume any liability for damages to rental vehicles. Rental Car Approval: Director of Business Expenses are subject to Finance Procedure can be found http://www.cpsk12.org/Page Signature of Applicant Approved as requested Maximum amount approved \$	mbership fee) S	@ 55¢ per meted cost of all transported cost of all transported assimate Substitute Require No Substitute Prearranged Substitute Prearranged by: Supervisor Indicate of Please check – () A II All Day Half Day AN Half Day PN Custom (miner and substitute) *All substance charged Confirmation # Building Preservisor	= \$ inile \$ ctation = cd cost = ments: te Required tutes Name Substitute Work Scopay (B DAY (B D	\$\$ \$\$ \$\$ \$	te Required aged Substitute ling travel time): D DAY Date	
Meals # of days (Meals not to exceed \$35.00 per day) Registration fee* (not including any mer Transportation Air (coach fare) * \$ Rental car** \$ Rental car** \$ Inderstand the following: Prior approval must be received for all traveyou are a presenter. Out of state travel requires the prior approvadministrative team. Professional Leave Applications not approve district. Employees who prepay these expensively and the employee returns from their trave Expenses for rental vehicles will not be rei approval of the Director of Business Service assume any liability for damages to rental vehicles. Rental Car Approval: Director of Business Expenses are subject to Finance Procedure can be found http://www.cpsk12.org/Page Signature of Applicant Approved as requested	mbership fee) S	@ 55¢ per meted cost of all transported cost of all transported assistance of the cost of all transported assistance of the cost of the co	= \$ inile \$ ctation = cd cost = ments: te Required tutes Name Substitute Work Scopay (B DAY (B D	\$\$ \$\$ \$\$ \$	te Required nged Substitute ling travel time): D DAY	

Supporting Documentation for Out-of-State Travel

In addition to the fully, completed Professional Leave Application Form with published information about the conference, please submit the following information to your supervisor.

1.	What is the purpose of the conference?
2.	Provide evidence from the conference website showing how the conference aligns to the CPS mission and vision and your building's/department goals regarding student achievement and operational improvement. (Attach documentation.)
3.	How will the conference benefit the entire school and how will that benefit be evidenced?
4.	How and when will the faculty and pertinent staff receive professional development on the information learned at the conference?