

Houston County Board of Education

Professional Development/Professional Leave Checklist

School: _____

Name: _____

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

- 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 RoleCall (**Create Absence**)
 - Notes entered in Classrom Notes box

- Once **approved** Professional Leave form received, requisition submitted for reimbursement of costs (**not necessary for administrator travel**)
 - Approved** Professional Leave form attached
 - Hotel cost (if hotel cost will be paid by CO or school, a separate requisition will need to be submitted)
 - Registration fee (if registration fee will be paid by CO or school, a separate requisition will need to be submitted)
 - Estimated amounts for mileage and meal(s) reimbursement [mileage rate, \$0.535 per mile; meal rate, \$45 per day]
 - Substitute Cost (**for field trips or professional development**) of \$79.80 per day (include on reimbursement requisition)

NOTE:

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