

¹DATE _____

****OUT OF STATE ONLY****

CHANDLER UNIFIED SCHOOL DISTRICT **OUT OF STATE** PROFESSIONAL LEAVE REQUEST
(SUBMIT AT LEAST 30 DAYS PRIOR TO ABSENCE)
INCOMPLETE FORMS WILL BE RETURNED

²NAME _____ ³SCHOOL/DEPT _____

⁴CONTACT EMAIL _____ CONTACT PHONE # _____

⁵EMPLOYEE CLASSIFICATION: CERTIFIED SUPPORT ADMINISTRATOR

⁶DATES OF LEAVE (include travel days) _____

⁷IS A SUB NEEDED? NO YES ⁸HOW MANY DAYS IS A SUB NEEDED? _____

⁹MODE OF TRANSPORTATION _____
(i.e. school bus/school van/personal vehicle/air)

¹⁰PURPOSE OF LEAVE (**MUST WRITE BRIEF EXPLANATION AND ATTACH DOCUMENTATION**)

¹¹WILL YOU BE PAID BY ANOTHER ENTITY FOR SERVICES PERFORMED DURING LEAVE?
 Yes No If yes, how much _____ By whom? _____ Other info _____

¹²I request district/school funds to finance this trip? No Yes (Complete information below)

¹³Account code for registration _____
Account code for all other expenses _____

ESTIMATED COST OF LEAVE

¹⁴Tuition/Registration \$ _____ ¹⁵IFAS Requisition # _____
for registration

¹⁷Airline \$ _____
(\$400 max)

¹⁸Housing (# days _____ x \$ _____ (room rate) \$ _____ ¹⁹IFAS Requisition # _____
for air and hotel

²²Mileage \$ _____

²⁴Food \$ _____

²⁶TOTAL COST \$ _____

(Mileage and food are estimates;
reimbursement will generally not exceed
maximum allowed)

Will submit
expenses
upon return
¹⁶

²⁰ air
²¹ hotel

²³
²⁵

²⁷Date _____ ²⁸APPLICANT'S SIGNATURE _____

Signatures

Date Signed

Approved

Not Approved

²⁹FUNDING SOURCE SUPR. _____

³⁰PRINCIPAL/
APPROVAL OF FUNDS _____

Principal's signature signifies that the school budget will be charged if appropriate funds are not available in the traveling group's account.

ASST. SUPT. _____

SUPERINTENDENT _____

PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION

TRAVEL INFORMATION

- Terra Travel is CUSD contracted travel agency (602) 375-1707
Group Travel: Catherine Musa, Catherine@terratravelaz.com
Individual Travel: Jill McCarthy (or available agent)
- Travel Agent will select the most cost effective flight that most closely complies with the departure and return times requested, book and pay for the hotel room if requested, and, if approved by Superintendent, make rental car arrangements.
- Travel Agent will e-mail the electronic ticket and hotel reservation information to the traveler after the professional leave is approved.
- After airline ticket is issued, changes will result in charges being incurred (cost could be \$150 or more).
- Once the District approves the out of state Professional Leave Request:
 - Copy of approved leave will be returned to site
 - Purchase Order for registration will be sent to site to submit registration
 - Purchase Order for travel and hotel will be faxed to Terra Travel by D.O./Purchasing

³¹Rental car: # of passengers _____ Rental Car approval _____
Superintendent Signature

³²Airfare overage approval by Superintendent only:

Superintendent Date