Oklahoma City Public Schools

Clara Luper Center for Educational Services,
615 N. Classen Blvd., Oklahoma City, OK 73106
PO Box 36609, Oklahoma City, OK 73136
405-587-0000 I OKCPS.ORG

Request for Professional Development Attendance / Travel Memo / Leave Form

Section I: Employee Event Information and /or Leave Request

*Employee Name

*ID Number

*Request Date

*Job Title

*Job Site Number and Name

*Title of Professional Development Event

*Event Sponsoring Organization

*Event Address, City, State and Zip

***Leave Request Information:

	Departure Date	Return Date	Event Date(s)	Total Days

** Per Diem Calculations
Travel Days Only = .5 Days All Other Event Days = 1.0 Days

Section II: Description

Replace the text in the boxes below

* Agenda Must Be Attached *

Section III: Expense Budget

Include all expenses in the section below

Type of Expense	Explanation	Cost
Registration Fee		
Transportation Ground Air Mileage		
Lodging		
Other Incidentals baggage, shuttle, Uber, etc.		
Per Diem # of days x Per Diem		
	Total expenditures will not exceed	

Section IV: Approval Signatures and Routing

*Traveler's eSignature

*PR Number (*this field must be complete prior to signatures*)

For your consideration and approval, we recommend the above conference expense be approved for this OKCPS Employee.

Funding Source: *Determines Additional Signatures Required*

--*General Fund, Student Activity Fund & No Cost* (**No Funding Signature Required**)
--*IDEA* - **Jason Galloway**
--*State PD* - **Jason Galloway**
--*Title I / II District or Sites* - **Rex Wall**

Enter the corresponding Italic Text from the list to the left.
This field MUST be complete.

Required Funding Source Signature

Routing:
(*select the correct routing group*)

1) **In Metro Area - Requires Signature of the Supervisor**

2) **In State (Out-of-Metro) - Requires Signature of the Supervisor and Director/Cabinet Member**

3) **Out of State - Requires Signature of Supervisor, Director/Cabinet Member, Superintendent**

4) **Out of Country – Superintendent**

*Supervisor's eSignature (*Level I: required for items 1, 2, & 3*)

*Director/Cabinet Member's/ILD eSignature (*Level II: required for items 2 & 3*)

* Additional eSignature (*Level II & III: as needed*)

* Superintendent's eSignature (*Level III & IV: required for items 3 & 4*)

***When requesting leave, always refer to Policy G-16-R2 (click here) to ensure compliance the the provisions stated there.

Section I:

All fields must be complete for each form submitted.

Section II:

Must be complete for leave to be approved. Electronic copy of agenda must be included with the completed form. Leave days requested must match events listed on agenda.

Section III:

Enter all known expenses.

Transportation Section:
1) Select the type of **transportation** by clicking the appropriate check box. Click all that apply.
2) Explain each item and associated dollar amound in the corresponding "Explaination" field.
   i.e. - roundtrip mileage to Airport 172 miles $X.XX. roundtrip ticket $XXX.XX.
3) Enter the total in the Cost field.

Other Section:
1) Explain each item and associated dollar amound in the corresponding "Explaination" field.
   i.e. - baggage $XX.XX. shuttle to hotel $XX.XX.
2) Enter the total in the Cost field.

Per Diem Section:
1) **#** of Days Per Diem Applies **X** amount allowed for Event City **=** Per Diem
   i.e. - 2.5 days X 72.00 per day Per Diem = 180.00
2) Cost field will be populated by the above calculation automatically.

Section IV:

✓ Traveler's eSignature (for instructions on creating and inserting eSignatures, see link on Travel Page)
✓ Enter PR Number
✓ Select the appropriate "Additional Signauture Required" according to Funding Source and obtain eSignature. Forms ***Will Not*** be approved with out this field complete.
✓ Routing - Click the bubble that applies
✓ Forward document to Supervisor for eSignature. According to Routing Selected, each approver will forward form for the next approver's signature.