

MERCER COUNTY EDUCATIONAL SERVICE CENTER  
PROFESSIONAL LEAVE REQUEST

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date(s) of Requested Professional Leave \_\_\_\_\_

Professional Leave Requested To Attend \_\_\_\_\_

**NOTE: Please attach relevant conference information, conference registration form, a requisition for the conference registration fee made out to the organization that the fee goes to, a requisition made out to yourself in order to be reimbursed for meals, and a requisition made out to Visa if you will need lodging. Mileage is to be included on your monthly mileage form.**

Estimated Expenses:

Conference Registration      \$ \_\_\_\_\_

*(Registration forms and fees will be mailed in by the ESC office. All pre-approved conference fees will be paid by the Board at the early registration fee amount.)*

Meals                                      \$ \_\_\_\_\_

*(Meals must be paid by the employee and will be reimbursed at the approved rate upon the submission of itemized receipts within 10 days after the conference. Meals will not be paid for one-day conferences. Meals are paid for two-day conferences, with a limit of \$8 for breakfast and \$17 for dinner [not on return trip.]*

Travel Expense                      \$ \_\_\_\_\_

*(Parking, tolls, etc. - E.S.C. vehicle to be used if available)*

Lodging                                      \$ \_\_\_\_\_

*(The E.S.C.'s Visa is to be used for hotel expense. The limit paid by the E.S.C. is \$120. If a room is higher than \$120, the balance will be paid by the staff member.)*

Total Estimated Expense      \$ \_\_\_\_\_

Signature of Person Making Request \_\_\_\_\_

Signature of Coordinator (If Applicable) \_\_\_\_\_

Approved    Not Approved      \_\_\_\_\_

Superintendent

Date