

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Rebecca Rappold
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

Date of Leave
10/4/26-10/6/26

Hours
24 hours

Type of Leave
SR Leave

Employee Signature _____ Date _____

☒ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**
Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual Pay	PL Personal Leave	ALWO Approved Leave W/O
SL Sick Leave Pay	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____ (Master Contract Relationship)	SWOP Suspended w/o Pay

..... *If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Agenda, Name, Location **TRAVEL REQUEST** (If receiving payment for EX/SR leave please fill out entire form completely) Conference/Workshop _____ MSGIA Meeting _____ (Attach Brochure/Agenda)

Location Chico Hot Springs

Departure Date _____

Return Date _____

Departure Time _____

Return Time _____

Transportation: ☐ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage _____ =

PerDiem _____ =

☒ Registration PO# _____ =\$

☒ Hotel PO# _____ =\$

☒ Other PO# Airfare _____ =\$

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage Sub Total \$ _____

Check Total \$

Budget _____

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____