

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

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name _____
Building _____ Administration _____

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>August 13, 2025</u>	<u>6 Hrs</u>	<u>School Related</u>
<u>August 14, 2025</u>	<u>10 Hrs</u>	<u>School Related</u>

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

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop: Impact Aid Technical Assistance Workshop (Attach Brochure/Agenda)

Location Billings, Mt.

Departure Date August 13, 2025

Return Date August 14, 2025

Departure Time 10:00 am

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 692x \$0.70 = \$484.40

Per Diem 1Lunch@17/1 Dinner@20/1Dy@51 = \$88.00

☒ Registration PO# 64164=\$390.00

☒ Hotel PO# 64198=\$137.52

☐ Other PO# =

☐ Other PO# =

Sub Total \$1,099.92

Budget 126 (75 %) \$409.23

226 (25 %) \$136.41

Check Total \$ 572.40

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____

**Application for
Professional Development Opportunity
Browning Public Schools
2023-2024**

The goal of staff development is to improve achievement for Browning School students. Ideally, staff development should be sustained, intensive, of high quality, and involve as many staff and ultimately children as possible. Therefore, all staff members requesting professional development assistance are required to provide the following information:

Name _____ Job Title _____

Describe the type of professional development you are requesting. Include subject, area concentration, dates and follow-up activities.

Travel to Impact Aid Technical Assistance Workshop, August 14, 2025, Billings, Mt.

Describe how this professional development activity will “improve (your) knowledge and skills, classroom instruction and student achievement.”

FISEF technical assistance workshops help school business officials and other staff who work on the Impact Aid application improve their understanding of Impact Aid and strengthen their skills on completing the application. These workshops, which are appropriate for both those new to Impact Aid and veterans in working with the program, cover a wide range of topics, including:

- Identifying eligible students
- Completing the Section 7003 application
- Understanding LOT
- Reading a school district voucher
- Estimating school district payments

Describe how this professional development activity is tied to the goals of the District’s Consolidated Plan/Strategic Plan or your building’s School-wide Plan.

The goals of the district include meeting the needs of students K-12

If the request requires out of district training, outline your plan to share what you have learned with other staff members and include a timeline.

Share with staff upon return.

If this request involves use of funds, please attach the appropriate school district requisition and/or leave/travel request with itemized expenses. In State travel requests are due 2-weeks in advance. Out of State requests are due 30-days in advance. All travel must be approved by the Principal/Director and/or Supervisor. In State Travel must be approved by the board if 24 hours or overnight for administrators; both must be approved by the board if out of state.

Signature

_____.
Date