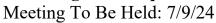
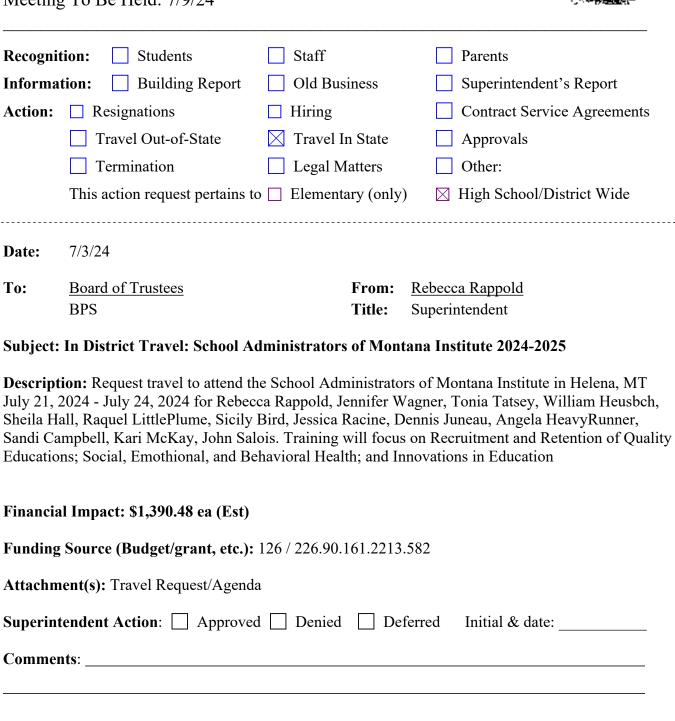
## Browning Public Schools Board Agenda Request





Approved

Denied

Tabled to:

N/A (Info)

**Board Action:** 

## BROWNING PUBLIC SCHOOLS Leave Report/Travel Request

Employee Name	Employee #
Building Principal/Administrator	Substitute Name
LEAVE DEPODT	
LEAVE REPORT Date of Leave	Hours Type of Leave
	<del></del>
July 22-24, 2024	30 Hrs School Related
	<del></del>
Employee Signature	Date
☐ Approved; Condition upon the specific	e leave being available for the specific employee Not Approved
Principal/Supervisor	Date
TYPE OF LEAVE	NI D
	PL Personal Leave ALWO Approved Leave W/O Pay JD Jury Duty (attach verification) ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related I	
	FN Funeral SWOP Suspended w/o Pay
	(Master Contract Relationship)
	eave only, <u>In</u> or <u>Out</u> of District, you <u>MUST</u> list Conference Name/Location
	ment for EX/SR leave please fill out entire form completely)
•	nistrators Institute (Attach Brochure/Agenda)
Location Helena, Mt.	
Departure Date July 21, 2024	Return Date July 24, 2024
<b>Departure Time</b> 2:00 PM	Return Time 6:00 PM
<b>Transportation:</b> Personal Vehi	cle <b>Mileage</b> 344@.657=\$230.48
☐ District Vehic	Per Diem <u>3 days @ \$51 + 1D @ \$20 = \$173.00</u>
Professional I	Development
	$\boxtimes$ Registration PO# =\$450.00
	$\square$ Hotel PO# =\\$537.00
	Other <u>PO#</u> =
	Other <u>PO#</u> =
	<b>Sub Total</b> \$1,390.48
<b>Budget</b> 126.90.161.2213.582 (75 %) \$302	<b>Check Total</b> \$403.48
226.90.161.2213.582 (25 %) \$100	
Employee Signature	Date
Principal/Supervisor	
Superintendent Signature	Date

White-Payroll Yellow Acc.-Payable

Pink-Employee

Goldenrod-School Site