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|  | Scotland County Schools |
|  |  |

# Absence Request

## Absence Information

|  |  |
| --- | --- |
|  Employee Name: |  |
|  School.: |  |
|  Date(s) of Absence:  |  |

|  |  |
| --- | --- |
| Destination/Purpose: |  |

|  |
| --- |
| **Expense Request** |
| The employee must have the request approved before travel. |
|  |  |
| Substitute: | [ ]  Yes | [ ]  No | Sub PayBudget Code: |  |
|  |  |  |  |  |  |
|  |  |  |  | Registration Fee |  |
|  |  | In-State | Out-of-State | Transportation |  |
|  | Breakfast | $10.60 | $10.60 | Hotel |  |
|  | Lunch | $14.00 | $14.00 | Meals |  |
|  | Dinner | $24.40 | $27.70 | Other |  |
|  | Hotel | At cost | At cost | Total |  |
|  | Mileage | $ .70 per mile |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |
| Principal Signature | Date |

## Office Use Only

|  |  |  |
| --- | --- | --- |
|  | [ ]  | Approved |
|  | [ ]  | Denied |

|  |  |
| --- | --- |
| Budget Code: |  |

|  |
| --- |
| Comments: |

|  |  |
| --- | --- |
|  |  |
| Director Signature | Date |