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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 Pay  Budget 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 |