

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: _____

	In-State	Out-of-State	Registration Fee
Breakfast	\$10.10	\$10.10	Transportation _____
Lunch	\$13.30	\$13.30	Hotel _____
Dinner	\$23.10	\$26.30	Meals _____
Hotel	At cost	At cost	Other _____
Mileage	\$.70 per mile		Total _____

Employee Signature

Date

Principal Signature

Date

Office Use Only

☐ Approved

☐ Denied

Budget Code: _____

Comments:

Director Signature

Date

Non-Discrimination

Scotland County Schools and CTE do not discriminate on the basis of race, color, national origin, sex, disability, or age in activities and programs, including employment policies and practices. Inquiries regarding policies are directed to Dr. Jonathan McRae, HR, at 322 South Main Street, Laurinburg, NC. (910) 276-1138.