Triad Local Schools

Professional Leave Process

1. Staff member fills out the Google form
2. The form will go through an electronic approval process (Building Principal, Chief Academic Officer, Superintendent)
3. Staff member fills out requisition for conference registration costs and mileage, meal and parking reimbursement if applicable and submits to the building secretary to enter in the system **(This needs to be done at least 2 weeks in advance) Please complete one requisition for the registration and a separate requisition in your name for food/mileage/parking reimbursement.**
4. Once approved by the Treasurer and Superintendent, Accounts Payable will then create a paper PO
5. The paper copy of the PO will go to the building secretary in inter-school mail, who will give it to the staff member
6. The staff member will register for the conference using the PO number provided
7. After attending the conference, staff member will attach original, detailed/itemized receipts and provide the actual mileage on the paper copy of PO **(make a copy of the yellow sheet and keep the original)**
8. Staff member will send the PO with attached documents and information to Accounts Payable
9. Checks are cut every Thursday including paperwork turned in by noon on Tuesday of that week. If paperwork is turned in after the noon deadline, reimbursement will be made the following week.