

Kentucky Educational Development Corporation
Request for Travel and Professional Leave

All requests to attend Professional Meetings shall be made in writing to the Department Supervisor and Executive Director for approval. Requests shall be received by the Department Supervisor at least five (5) working days prior to travel date.

Name: _____ Date of Request: _____

Travel Information

A. Name of Meeting _____ Date(s) of Meeting _____ Location: _____

B. Professional Growth Objective (if applicable) _____

How will information/training acquired be shared with colleagues/member districts or improve student achievement?

C. Anticipated Expenses (Fill in estimated expense for applicable items)

Registration Fees \$ _____ Method of Transportation: KEDC or Personal Vehicle (Circle One)

Mileage _____ Meals \$ _____ Lodging \$ _____ Name/Location of Hotel _____

Other (Specify i.e. Airfare/Car Rental) _____

It is understood that when participants attend professional meetings, upon returning to KEDC, they will share information/materials, etc. with other personnel having similar responsibilities.

I agree to the provisions _____ Date _____

(Signature of Employee Submitting Request)

_____ Request Approved

_____ Request Denied

_____ Date _____

(Supervisor's Signature)

_____ Date _____

(Executive Director or Designee Signature)

