

GEORGE COUNTY SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT REQUEST ROUTING PROCEDURES

2026 – 2027

GENERAL REQUIREMENTS

- ☑ This application must be submitted a **minimum of 2 weeks prior to leave**.
- ☑ Applications requiring **board approval** must be submitted prior to the board meeting that falls before the training date.
- ☑ Application must be **approved before attendance**.
- ☑ To be prepaid, application must include **Conference, Hotel, and Travel documentation** when initially submitted.
- ☑ The form must be completed in its **entirety**, or it will be returned without approval.

⚠ MILEAGE REIMBURSEMENT — IMPORTANT NOTICE FOR EMPLOYEES TRAVELING OUT OF TOWN

1. Employees traveling out of town who anticipate requesting mileage reimbursement must use district vehicle if available.
2. If the district vehicle is available and an employee **chooses to use a personal vehicle instead**, mileage reimbursement will be **reduced** according to the Mississippi Department of Finance's current rate.
3. If the district vehicle is **not available**, the employee will be reimbursed at the **State Department of Finance's current annual rate**.

SECTIONS ONE & TWO — TO BE COMPLETED AT THE SCHOOL / LOCATION LEVEL

1. Participant completes and signs **Section 1** of the Professional Leave Form and submits it to their Supervisor/Principal for funding and approval.
2. If applicable, **hotel information** — including Check-In and Check-Out dates — must be attached to the form.
3. **Contact Karen Causey (ext. 2011) at the District Office prior to travel** to check availability of the district SUV if mileage reimbursement will be requested. (*See mileage reimbursement notice above.*)
4. Principal completes **Section 2** of the Professional Leave Form, including entering **complete fund numbers** for all expenses.
5. Principal forwards the completed form to **Human Resources** and keeps a copy for his/her records.

SECTIONS THREE THROUGH SIX — TO BE COMPLETED BY THE DISTRICT OFFICE

1. **Human Resources** logs the Professional Leave request and forwards the form to the **Fund Director/Designee**.
2. **Fund Director/Designee** verifies that funds are available and either **approves or denies** the leave.
3. If approved by the Fund Director/Designee, the form is routed to the **Chief Financial Officer** for Fund Availability Verification.
4. **Chief Financial Officer** verifies and approves the form. Hotel reservations will be made at this stage if applicable.
5. Upon complete approval, the form is routed back to **Human Resources**, who will disperse as follows:
 - **Original** returned to School/Location Secretary
 - **Copies** to Fund Director, Payroll, and Human Resources Director
6. If applicable, **hotel confirmation** will be provided by the Business Office and a **requisition/purchase order** will be submitted for Travel Card Services.

SCHOOL SECRETARY — APPROVED FORM DISTRIBUTION

- Approved originals returned to the school should be routed and dispersed per the school's procedure.
- A copy of the **Approved Professional Leave Form** must be submitted with the **Payroll Leave sheet** for the employee.
- A copy of the **Approved Professional Leave Form** must be submitted with all **Travel Reimbursement requests**.