

## School Professional Leave

Organization: **Marion County Public Schools**

Employee: **Amy Mattingly**

Assigned To: **User - kim.hood**

[Show History](#)

✳ Employee Name	Amy Mattingly
✳ School/Work Site	Marion County Knight Academy
✳ Date(s) of leave	September 18-20
✳ Time of departure	08:00 am
✳ Destination	Junior Beta State Convention in Lexington Ky
✳ Purpose/Rationale for attending	beta
✳ Number of students involved	24

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✳ Substitute needed	No
Number of days (Avg. \$100 a day)	
Substitute Code	
✳ Registration	Yes
Registration cost	
Registration code	
✳ Mileage	Yes
Number of miles	
Number of days	
✳ Lodging	Yes
Cost per night	
Number of nights	
Lodging rate	

✱ Meals

No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

✱ Grand total of expenses

0

\* An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses. Maximum mileage for common locations: Bowling Green: 215, Frankfort: 125, Lexington: 135, Louisville: 140.

Notes

All expenses are paid via Beta account at MCKA

✱ Employee Signature

Signed: **Amy L Mattingly**  
Stamped: Wed 08 Feb 2023 12:17:22 GMT-0500 (Eastern Standard Time); 2/8/2023 11:16:42 AM; 2023-02-08 17:16:42; 170.185.150.17; Employee - #322 - Amy Mattingly

✱ Principal Signature

Signed: **Sara Brady**  
Stamped: Fri Feb 10 2023 16:22:24 GMT-0500 (Eastern Standard Time); 2/10/2023 3:19:26 PM; 2023-02-10 21:19:26; 170.185.150.17; Employee - #29 - SARA BRADY

Direct this professional leave to

Supervisor Signature

Not Signed Read-Only

✱ Superintendent Signature

Not Signed Read-Only

Reviewed/Revised: 01/12/2015

**Approve**

**Deny**