## PICKENS COUNTY BOARD OF EDUCATION LEAVE AND/OR REIMBURSEMENT REQUEST

equest approval for the following leave:	
Destination	
Purpose	
Approximate Departure Approximate Return	
(date and time) (date and time)	
Reimbursement requested: NO YES  If yes, answer the following:	
Source of funding: Board of Education	
Local School Funds	
Other (Specify)	
Estimated number of miles round trip (if applicable)	
Other estimated expenses (specify type and amounts):	
Name(Print your name)	
Signature	
Approved	
Approved(Principal)	
Date	
mments:	
Leave Approved: Yes	
Reimbursement Approved: Yes	

For any trip of one day or more, or any trip for which reimbursement is requested, this form must be completed and approved prior to trip. It should be completed in duplicate, and the approved form should be attached to travel voucher and receipts for which reimbursement is claimed.