

# PASSAIC VALLEY REGIONAL HIGH SCHOOL

100 EAST MAIN STREET, LITTLE FALLS, NEW JERSEY 07424



## Professional Day Request

### Request Information

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Number of days requested: \_\_\_\_\_ Dates requested: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose/ Benefits of conference: \_\_\_\_\_

Substitute needed (circle one)  
YES NO

Is supporting documentation attached describing the event  
(circle one) YES NO

### EXPENDITURES

### ANTICIPATED COSTS

EXPENDITURES	ANTICIPATED COSTS
1. Fees / Registration	
2. Mileage (personal car) – per mile	
3. Transportation (specify type: plane, train, bus etc.,)	
4. Housing	
5. Meals	
6. Miscellaneous	
• Tolls	
• Parking	
• Gratuities	
• Other	
TOTAL	

Employee Signature

Date

### Approval

Department Head \_\_\_\_\_ Comments: \_\_\_\_\_  
 Approved  Denied  Pending

Principal: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Approved  Denied  Pending

Superintendent \_\_\_\_\_ Comments: \_\_\_\_\_  
 Approved  Denied  Pending