

# Frontline PLM – Leave Requests

- **BEFORE YOU GO:**

- Log-in to your Frontline account – choose Professional Growth module
- Choose Forms and then Leave Request and complete the information regarding your conference
- Whether you complete the request yourself or you are enrolled by District Staff, you must log in and Manage the request. You must add the Funding Code and information regarding full day/half days and substitute need PRIOR to attending the conference.
- This section for dates/substitutes and upon approval should create your absence in Absence Management and allow for scheduling of substitute for these days.

# of Meetings = # of Days Absent for the Activity

# of Meetings

MeetingDate 1

Meeting 1 Date

Start & End Time  :00 To  :00

Location

Sub Needed for Date #1  Yes  No

Absence Period1  FULLDAY  AM  PM

Location of Absence 1

Location of absence=Work location

- Funding Code should also be added via the drop down box. If you need a specific code that is not in the drop down box, please contact Amy Wilcox so that the code can be added.

Travel - Roundtrip Mileage @ 45 cents per mile (enter dollar amount)

Travel - Shuttle/Taxi/Uber

Travel-Parking/Tolls/Miscellaneous

Travel-Flight

Total Estimated Cost-enter 0 even if no costs

FUNDING CODES

● **AFTER CONFERENCE:**

- Complete the Out-of-District Travel Voucher (hard copy) found on Finance webpage
  1. Highlighted in **Yellow** are areas that will need to be completed. Please be sure to enter the Purpose/Name of Conference.
  2. Funding Code section has a drop down box for codes (same list as on the Leave Request in Frontline)
  3. There are formulas incorporated into the spreadsheet – **DO NOT** change the formulas.
    - Highlighted in **Green**, totals the miles and calculates amount to be reimbursed.
    - Highlighted in **Pink**: items paid for out-of-pocket that you are requesting to be reimbursed (parking, uber, shuttle, car rental, etc). You must attach receipts to the Voucher for these expenses in order to receive reimbursement.
    - Highlighted in **Blue**: amount of per diem allowed for meals (no receipts required), use the same rates as on Leave Request or can be found [here](#) , automatically calculates total at bottom of sheet.

M O A Y		TIME OF		LOCATION OF CONFERENCE/MEETING		PRIVATE AUTO MILEAGE	OTHER ATTACH	LODGING	MEALS			
		DEPARTURE	RETURN									
10	22			FROM	Hopkinsville	TO	Lexington	408	150		B	
PURPOSE:												
Attend KASBO Conference												
											L	15.30
											D	25.50
10	23			FROM		TO					B	10.20
PURPOSE:												
Attend KASBO Conference												
											L	15.30
											D	25.50
10	24			FROM		TO			150		B	10.20
PURPOSE:												
Attend KASBO Conference												
											L	15.30
											D	
				FROM		TO					B	
PURPOSE:												
											L	
											D	
				FROM		TO					B	

## Out of District Travel

Reimbursement Form

**CHRISTIAN COUNTY BOARD OF EDUCATION**

P.O. Box 609      200 Glass Avenue

Hopkinsville, Kentucky 42241-0609

(270) 887-7000

CHECK NUMBER \_\_\_\_\_

VENDOR NUMBER \_\_\_\_\_

INVOICE NUMBER \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

DATE PAID \_\_\_\_\_

CODE NUMBER \_\_\_\_\_

APPROVED FOR PAYMENT \_\_\_\_\_

**EMPLOYEE:** Jessica Darnell

**HOME ADDRESS:**

**FUNDING CODE**      Not on List - Specific CO Department

- Have the Building Approver and District Approver (if required) sign the Voucher (hard copy)

12								Meals Total	-
13	I hereby certify that all items of expense included in the above statement were incurred by me in the discharge of official business; that they are proper charges against District funds; that any auto allowance claimed covers use of a privately owned automobile; and that all data furnished herewith are true and correct to the best of my knowledge.						<b>TOTALS</b>	Other Expenses	-
14		ENTER MILEAGE	0	(Miles) x	0.45		(Cent Per Mile)	-	
15						<b>GRAND TOTAL</b>		-	
16	<b>SUBSISTENCE CHART</b>								
17	(Subsistence includes meals, taxes and tips)								
18									
19									
20	Employee's Signature	Date	<b>IN STATE</b>			6:30 am	11:00 am	5:00 pm	
21			if travel includes overnight lodging			through	through	through	
22			leaving at or before & returning at or after these hours			9:00 am	2:00 pm	9:00 pm	
23	Building Supervisor's Signature	Date	For authorized travel in KY and US. Except "High Rate" Areas listed by Secretary of Finance-you may claim			\$10.00	15.00	\$25.00	
24			For authorized travel in "High Rate" Areas such as Louisville, Lexington & Out of State, rates will be determined using IRS Publication 1542.						
25			Subsistences cannot be claimed for meals included in registration fees.						
26	District Supervisor's Signature	Date							
27									
28									

- Building/District Approver will send the Voucher (hard copy) to the Finance Department and an electronic copy back to the Employee.
- Employee must log in and complete two tasks:
  1. Upload the digital copy of Out-of-District Travel Voucher to My File Library, be specific when naming the file, i.e...KLIP 8/15/18
  2. MANAGE the leave request, choose Mark Complete and make sure the Final Expense column matches the Out-of-District Travel Voucher – total should reflect reimbursable expenses ONLY. It is okay to edit the request while in Mark Complete section.

Expenses			
Description	Requested	Approved	Final
Registrationfee	\$0.00	-----	\$0.00
Car Rental	\$0.00	-----	\$0.00
Parking/Tolls/Misc.	\$0.00	-----	\$0.00
Meal	\$66.30	\$40.80	\$40.80
Lodging	\$100.00	-----	\$0.00
RT Mileage	\$180.00	\$202.50	\$202.50
Travel Flight	\$0.00	-----	\$0.00
Travel Shuttle/Taxi/Uber	\$0.00	-----	\$0.00
Totals	\$346.30	\$243.30	\$243.30

- Building Level Approver confirms Out-of-District Travel Voucher reimbursement matches Mark Complete amounts and Funding Code is correct.
- This completes the Leave Request and finalizes information needed for payment to be made to the Employee and appropriate counting for any PD hours earned by the Employee.