

OREGON BOARD OF EDUCATION
EXPENSE VOUCHER FOR PROFESSIONAL LEAVE
(R.C. 3313.20)

To receive prompt payment, submit this completed form as soon as possible after returning from leave.

ATTACH RECEIPTS

Date _____

Name _____

Address _____

School _____

Title of Meeting _____

City _____

Dates in Attendance _____

	Professional Leave Committee	Central Office	Grant
Transportation	_____	_____	_____
Lodging	_____	_____	_____
Registration	_____	_____	_____
Meals	_____	_____	_____
Other	_____	_____	_____

Signature _____

Social Security Number _____

Approved by: _____ Amount approved: _____ Date _____

Professional Leave Committee _____

Central Office _____

Grant Administrator _____

Upon approval, return a copy to the teacher and submit a copy to the secretary in order for a purchase order to be completed.