This form serves three purposes:

1. To notify the department of a work-related absence
2. To document approval of spending
3. To make teaching arrangements

The traveler should complete this form and submit it to the Department Chairperson at least one week before travelling. **This form must be submitted to the chairperson whether or not reimbursement of expenses is sought.**

Approval is requested for travel by ____________________________ to travel to ____________________________ and be absent from ____________________________ to ____________________________ for the purpose of ____________________________

The following arrangements have been made (if necessary) to cover my course(s) during my absence [include course number, name and dates]: ____________________________

Estimated cost of travel: $ ____________________________

[ ] I am requesting department support in the amount of: $ ____________________________

[ ] Reimbursement of expenses from other than department sources

Acct. No. ____________________________

Acct. Name ____________________________

Signed: ____________________________

Applicant

Date: ____________________________

Request approved:

Signed: ____________________________

Chairperson or Director

Date: ____________________________