

Please complete this form and submit it to your Department Chair for approval, prior to absence from campus. Attach to Concur travel request.

Name	Title/Position	Department	Campus Phone Number

Absence and Destination Information		
Date(s) of Absence	City	State
Reason for Absence		

Teaching Arrangements	
Will this absence impact your scheduled teaching responsibilities? Yes No	If yes, please describe below how teaching responsibilities will be covered during your absence. Whenever possible, it is preferred that your classes continue to meet as originally scheduled.

Anticipated Funding Sources		
Use the drop down below to select your anticipated funding source. If unknown, select other.		Expense of Trip Not to Exceed
Funding Source	Additional Information (include Grant Fund number if applicable)	

Travel Advances, International Travel, and Lodging
If you require a travel advance or are travelling internationally (which requires pre-approval from the President of the University), visit the Financial Services Travel Information page for more information and the appropriate forms. For international travel, include a comment in Concur that you have begun working on the international travel requirements.

Will your lodging arrangements exceed \$275 per night (excluding taxes)? Yes No	If "Yes", please provide an explanation for the business reason to stay at the hotel below.

Signatures and Approval			
	Traveler's Signature (Required)		Date (Must be prior to travel)
Traveler's Signature (Required)			
	Approval Signature(s) (Required)		Date (Must be prior to travel)
Department Chair/Supervisor/P.I.			