

USA REQUEST FOR PROFESSIONAL LEAVE OR TRAVEL

If this leave request includes FOREIGN/INTERNATIONAL travel you must complete the International Travel Review Form PRIOR to making any arrangements and PRIOR to submitting this request.

1DPH _____ 7LWOH _____ 'HSDUWPHQW _____
2IILFH \$GGUHVV _____ 2IILFH 3KRQH _____
+RPH \$GGUHVV _____ - _____

, BB UHT
BBBBBBBBBBBBBBBBB \$ 0 3 0 RQ BB \$ 0 3 0 RQ
7KLV OHDYH UHTXHVW [] SURIHVVLRQDO OHDYH [] &RQVXOWLQJ [] 2WKHU
6SHFLILF SXUSRVH
'HWLQDWLRQ LI WUDYHO LV LQYROYHG

Will any classes or assignments be missed? [] No [] Yes

If yes, indicate below what arrangement have been made for appropriate coverage.

, QGLFDWH EHORZ WKRVH FODVVHV WKDW ZLOO EH PLVVHG
&RXUVH RI 'D\ 0LVVHG &RYHUDJH

([SODQDWLRQ RI FODVV FRYHUDJH

, QGLFDWH FRYHUDJH IRU WKH WSHWRI UHVSQRVLELOLWLHV WKDW ZLOO EH

Is reimbursement of expenses requested? [] No [] Yes If yes, complete the expense estimate below.

7UDQVSRUWDWLRQ
\$LUIDUH _____
3ULYDWH 8QLYHUVLW\ &DU _____
/RGJLQJ DQG OHDOV _____
3HU 'LHP ,Q 6WDWH _____
/RGJLQJ 2XW RI 6WDWH _____
OHDOV 2XW RI 6WDWH _____
&RQIHUHQFH 5HJLVWUDWLRQ)HHV _____
2WKHU _____

Total Estimated Cost (not necessarily amount of reimbursement): _____

Foreign/International Travel is defined as travel outside the continental United States.


