

**Travel or Absence From Campus
College of Engineering**

1. SUBMISSION DEADLINES BEFORE ANTICIPATED TRAVEL OR ABSENCE FROM CAMPUS

Notification: 2 days Approval: 1 week Authorization: 2 weeks

A completed, signed copy will be returned to the submitter which provides official approval and/or budget authorization.

2. NOTIFICATION

Submitter: _____ Destination: _____

Purpose of absence: _____

Permission granted for news release? Yes No Please Check Box:
If yes, please complete a DIALOG Faculty/Staff Note Submission Form SEE ATTACHED
SENT TO DIALOG

MODE OF TRAVEL: _____

PERIOD OF ABSENCE

Place and/or Phone No. at which you can be contacted: _____ Depart Date _____ Time _____ am _____ pm

_____ Return: _____ _____ am _____ pm

Others accompanying: _____ Submitter's Signature: _____

3. APPROVAL

Arrangement for classes: No classes affected See reverse

Department Head/Director approval signature: _____ Date: _____

4. AUTHORIZATION (required if expenses will be claimed through U of A.)

<u>Estimated Cost or Per Diem:</u>	<u>Account Number:</u>	<u>\$ Allocated:</u>	<u>Signature and Date</u>
Transportation \$ _____	_____	_____	_____
Lodging _____	_____	_____	_____
Meals _____	_____	_____	_____
Misc. _____	_____	_____	_____
Total: _____	Traveler _____	_____	_____
		TOTAL: \$ _____	

Arrangement for Classes

	<u>Month & Date</u>	<u>Class</u>	<u>Time</u>	<u>Arrangement (Be Specific)</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

Signature of Faculty Member: _____ Date: _____

ABSENCE OF DEPARTMENT HEAD/DIRECTOR

Individual in responsible charge: _____

Assignee Signature _____ Dept. Head Signature _____