

**Student Life Professional Leave/Travel Request Documentation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position / Program Today’s Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My classes will be: Substituted / Canceled / Rescheduled / Other (circle one)

Date(s) of Leave / Travel (Substitute name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of: Conference / Meeting / Event / Training (Attending only or Presenting circle one) Location (City, State)

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| **ESTIMATED COST OF TRAVEL** |
| Transportation: (check one) \_\_\_Private Vehicle (\_\_\_\_\_miles at \_\_\_\_\_ ¢ per mile) \_\_\_Air \_\_\_Rented Vehicle  | $\_\_\_\_\_\_\_\_\_\_\_\_ | PO #\_\_\_\_\_\_\_\_\_\_\_\_ |
| Lodging: \_\_\_\_\_night(s) at $\_\_\_\_\_\_\_\_ | per night | $\_\_\_\_\_\_\_\_\_\_\_\_ | PO #\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meals: \_\_\_\_\_day(s) at $\_\_\_\_\_\_\_\_ | per day | $\_\_\_\_\_\_\_\_\_\_\_\_ | PO #\_\_\_\_\_\_\_\_\_\_\_\_ |
|  \_\_\_\_\_Breakfast(s) at $\_\_\_\_\_\_\_\_ | \_\_\_\_\_Lunch(es) at $\_\_\_\_\_\_\_\_ \_\_\_\_\_Dinner(s) at $\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ | PO #\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registration Fee(s): $\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ | PO #\_\_\_\_\_\_\_\_\_\_\_\_ |
| Miscellaneous Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_\_\_ | PO #\_\_\_\_\_\_\_\_\_\_\_\_ |
|  (Example: Parking/Taxi/Luggage/Other) Cost Center: # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL** | $\_\_\_\_\_\_\_\_\_\_\_\_ | **Office Only****Yes—FWM Entry**Date:Name: |
| Is this a student chaperone event / overnight pay: **Yes** / NoCost Center: # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount | $\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Is this travel Student Life/Academic related travel?Faculty Development Funds requested: Yes / No (attach documentation) Cost Center: #\_\_\_\_\_\_\_\_\_\_ Amount | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is this travel request Grant Funded: Yes / No If yes, Grant Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grant Cost Center: # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount  | $\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Dean of Students Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Dean’s Approval Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |