

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 \$GGUHV \_\_\_\_\_ 2IILFH 3KRQH \_\_\_\_\_
+RPH \$GGUHV \_\_\_\_\_ - \_\_\_\_\_

, BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB UHT
BBBBBBBBBBBBBBBB \$ 0 3 0 RQ BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB
7KLV OHDYH UHTXHVW [ ] SURIHVVLRQDO OHDYH [ ] &RQVXOWLQJ [ ] 2WKHU
6SHFLILF SXUSRVH

'HVWLQDWLRQ 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 WKRVLV 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 0HDOV

3HU 'LHP ,Q 6WDWH

/RGJLQJ 2XW RI 6WDWH

0HDOV 2XW RI 6WDWH

&RQIHUHQFH 5HJLVWUDWLRQ )HHV

2WKHU

Total Estimated Cost (not necessarily amount of reimbursement):

6LJQDWXUH RI 5HTXHVWR 'DWH

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



---

---

---

---

---

---

---


---

---

---