

Campus Leave Request/Travel Expense Report

Whenever it becomes necessary to be absent from your employment on the business of the University, this form must be completed and submitted to your supervisor at least ONE WEEK in advance. All signatures must be secured before submitting.

Employee Name: _____ ID#: _____ Date _____

Department _____ Division _____

DATE OF DEPARTURE: _____ DATE OF RETURN TO WORK _____

TOTAL NUMBER OF DAYS AWAY FROM EMPLOYMENT: _____

Purpose: _____

(CITY)

(STATE)

(TELEPHONE)

Check and specify Account Number:

Please itemize expenses.

[] University Funds _____

[] Government Funds _____

[] Other _____

Estimate:

Airfare: \$ _____

Mileage: \$ _____

Car Rental: \$ _____

Lodging: \$ _____

Per Diem: \$ _____

Registration Fee: \$ _____

Other: \$ _____

TOTAL \$ _____

Employee Signature _____

APPROVAL SIGNATURES

Department Head

Date

University Officer

Date

EXPENSES: Obtain receipts for lodging; ticket stubs for air travel (tourist), bus or rail travel, and registration fee. An expense report along with receipts should be submitted to the Accounting Department within five days following travel. Failure to submit report will result in salary advance being deducted from your next paycheck. Expense Report must have signatures of employee, department head, college officer/title III department head.