

**OAKWOOD UNIVERSITY
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 (including the Vice President for Financial Affairs) must be submitted before submitting to the President's Office for signature. (Please forward all copies to the Human Resources Office after securing all signatures.)

Name of employee: _____ SSN _____ Date _____

Department: _____ Division: _____

DATE OF DEPARTURE: _____ DATE OF RETURN TO WORK _____

TOTAL NUMBER OF DAYS AWAY FROM EMPLOYMENT _____

Purpose: _____

(CITY) (STATE) (TELEPHONE)

Please itemize expenses.

Check and specify Account Number:

- University Funds _____
- Government Funds _____
- Other _____

	Estimate
Airfare	\$ _____
Lodging	\$ _____
Car Rental or Mileage	\$ _____
Per Diem	\$ _____
Registration Fees	\$ _____
Other	\$ _____
TOTAL	\$ _____

Employee's Signature _____ Over expenditures could be charged to the employee

APPROVAL SIGNATURES

Department Head Date University Officer Date

VP for Financial Affairs Date President Date

EXPENSES: Obtain receipts for lodging; including ticket stubs for air travel (tourist), bus or rail travel, and registration fee. An expense report (Blue Copy) 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 paycheck. Expense Report (Blue Copy) must have signatures of employee, department head, and college officers.