

DEPARTMENT OF ETHNIC STUDIES

TRAVEL / LEAVE FORM

Date: _____

Faculty Name: _____

Please note:

- 1. You must rent vehicles from rental agencies as noted in Concur Travel and Expense and on PSC Website*
- 2. Airfare should be purchased through Concur Travel and Expense or Christopherson Business Travel (CBT).*
- 3. Airfare cannot be purchased on your travel or procurement cards.*
- 4. Please do not use travel card for direct food purchases while on your trip. Per-Diem will be reimbursed to you at the end of your trip.*
- 5. All international travel requires prior University approval through Concur Request. Leave plenty of time for this to process.*

What is your travel destination? _____

Date of departure: _____ Date of return: _____

Business Purpose of Travel/Leave (please explain how this relates to official University business)

Conference Name (no acronyms) _____

Is this a University sponsored trip? Yes _____ No _____

If yes, which speed type will we use to pay for your travel ? _____

(Expense approved required for speed type) _____

Will you miss any classes you are currently teaching? Yes _____ No _____

If yes, list class(es), and describe arrangements you have made to cover your class:

Emergency Contact Person Name/Contact info: _____

Additional Notes: _____

Faculty Member Signature

Date

Department Chair Signature

Date