

# 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

\_\_\_\_\_  
Arturo Aldama , Chair, Ethnic Studies

\_\_\_\_\_  
Date