



# Professional Travel Form

This form is **REQUIRED** for all faculty professional absences from campus and must be submitted **no later than one week prior** to the intended departure. Please read the policy guidelines on the back of this form.

Will you be REIMBURSED for this trip?

 Yes No

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(if airline tickets are **NOT** purchased through Christopherson(Concur), a quote from Christopherson Business Travel is **REQUIRED** 303-694-8744)

**Please attach a copy of the Christopherson Quote to this form.**

Destination(s): \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose of Travel (please be specific): \_\_\_\_\_

Means of covering classes in your absence (please note specific assignments and teaching assistants):

\_\_\_\_\_

Please indicate how many working days you have been absent this semester (including this trip): \_\_\_\_

Telephone number(s) where you can be reached in case of emergency: \_\_\_\_\_

Has conference registration already been paid?

 Yes No N/A

Where is the money coming from (speedtype)? \_\_\_\_\_

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

**(By my signature, I acknowledge that I have read, understand, and agree to abide by the University's stated policy related to faculty absences from campus for professional activities as listed on the back of this form.)**

Signature of Chair: \_\_\_\_\_  
(When needed - see policy guidelines.)

Date: \_\_\_\_\_

Signature of Dean: \_\_\_\_\_  
(When needed - see policy guidelines.)

Date: \_\_\_\_\_

Based on the recommendation of the College of Music's Leadership Council, the College will observe and adhere to the University's stated policy related to faculty absences from campus for professional activities. This policy applies to all faculty members; however, it does not apply to faculty on leave or sabbatical. The purpose of this is not to discourage appropriate travel; rather, it is intended to ensure that students and colleagues are well informed about upcoming absences and that plans for coverage of missed activities have been fully implemented.

A summary of the policy is written below. (For more information, please visit: <https://facultyaffairs.colorado.edu/a-z-information-guide-docs/faculty-absences>.)

(1) If a faculty member is absent from campus because of travel for five contiguous working days or fewer in a semester, he/she does not need permission from the chair or the dean. The faculty member is nevertheless responsible for ensuring that all classes are covered and that other professional obligations (such as committee meetings and undergraduate advising duties) are also fulfilled.

(2) If a faculty member is to be absent from campus because of travel for more than five contiguous working days but not more than a total of 10 working days in a semester, he/she must inform the chair in writing of the proposed absence and must obtain prior written permission both for the absence and for the arrangements made to cover classes, advising, etc. The chair must advise the dean of his/her decision.

(3) For proposed absences of more than a total of 10 working days overall in a semester because of travel, the faculty member shall inform both the chair and the dean in writing of the proposed absence and proposed arrangements to cover teaching, advising, and other responsibilities. Both the chair and the dean must approve such absences and arrangements in advance of travel.

(4) If a faculty member is to be absent from campus during a final examination period, he/she shall obtain the prior written approval of both the chair and the dean.

Submission of requests for faculty absence from campus should be made **no later than one week prior** to the intended departure. To make this process consistent in all cases, please plan to submit the College of Music Travel Form as follows:

Case 1: Gayle

Case 2: Gayle and department chair

Cases 3-4: Gayle, department chair, and dean

To be sure the Dean's Office and departmental colleagues are aware of absences, Gayle will share all forms with the dean and the appropriate department chair. Submission of the form (in cases 2-4) will suffice as your request to travel.