

Institutional Travel Pre-Approval Request for Absence

This form should be provided to your supervisor at least 7 days prior to travel. No travel is authorized until the form is approved by an appropriate Vice President or the Athletic Director. A copy of this approved Request form and the corresponding list of students who will participate in the event that involves travel must be provided to the Office of Student Affairs at least three days prior to leaving for the event pursuant to University policy.

Name of Employee: _____ **Date:** _____

Date(s) of Absence from campus: _____
(Leaving Date/Time) (Returning Date/Time)

Reason for absence (attach additional material if necessary)

How Can You Be Reached During Absence?

Location	Telephone #(s)

Expenses (estimated):	Source of funds(Index Code):	Method of Travel:
Registration: _____ Hotel: _____ Meals: _____ Travel: _____ Total: _____ Please see Full Budget Attached.	Foundation: _____ Grant: _____ MSSU Budget _____ Index Code: _____ Other: _____	Rental Car: _____ Air: _____ Private Car: _____ Other: _____

Academic Information (if faculty, please complete below):

Date	Course & No.	Course Times	How Provided For (i.e. test proctor; speaker; outside assignment)

Pre-approval is necessary for expense reimbursement. A copy of this form must be attached to all related expense reimbursement reports.

Copies:

1 (VP) or (AD)	_____ (Signature of Employee)	_____ (Signature of Immediate Supervisor)
2 (Dean or other Supervisor)		
3 (Immediate Supervisor)	_____ (Employee S ID Number)	_____ (Signature of dean or other supervisor)
4 (Employee)		_____ (Signature of V.P. or A.D.)