

INSTRUCTIONS FOR COMPLETING THIS FORM

1. **PLEASE TYPE THIS FORM.**

2. This form must be completed and received in the Dean's Office prior to the approval of any expenses and at least **seven (7) working days prior to the requested absence**. Submit the original to the Dean's Office and retain a copy for your Departmental files. A copy of the approved form will be returned to the Department when approved.

3. **PART II** - If you are attending a professional meeting indicate the name of the organization and/or meeting and the level of participation, i.e. attendee, presenter, exhibit, officer, committee member, etc. If the purpose of this absence is Other, please specify, such as recruiting, etc. Additionally, if your absence is being extended due to vacation, please indicate your vacation as Other.

4. **PART III** - Complete this only if there are travel expenses related to this absence. Be sure to indicate the FOAPAL that will be used. Cost estimate should include **all expenses** related to this absence such as registration fee, transportation, meals, lodging, **all prepaid expenses**, etc.

5. **PART IV** - Complete this only if reimbursement for travel outside the forty-eight contiguous states is to be claimed. Advance notification to the Director of International Programs and advance approval by the President is required.

6. **PART V** - The signature of the person making the request is required even though no reimbursement is to be claimed.

7. Failure to complete this form in a timely manner will result in a substantial delay in reimbursement and may jeopardize your reimbursement.