



ABSENCE REQUEST FORM

INSTRUCTIONS: Please complete this form and submit (with copy of backup documentation) for appropriate approval signatures. This form is to be used by any employees who expect to be absent from duties other than for vacation, emergency or sick leave.

NAME OF ALL ATTENDEE(S) and TITLE(S): (Attach list if necessary) _____

DATE(S) REQUESTED TO BE ABSENT: (beginning) _____ (ending) _____

DEPARTURE TIME: _____ RETURN TIME: _____

DESTINATION: Facility (if applicable), city, state _____

PURPOSE: (Name of conference, meeting, field trip – location/description) _____
(No Acronyms)

CONFERENCE/MEETING SPONSORED BY: _____

INSTITUTIONAL VALUE: (Reason for attending) _____

ESTIMATED EXPENSES: # of meals _____ (up to \$40 per day) \$ _____

Is a check needed to take with you? Y/N Is a check needed to be mailed? Y/N If yes, please use the source requisition form & include back-up information. Use final totals only, including tax.	Name of Hotel/Motel _____	_____
	Ground Transportation costs (car rental, taxi, train, parking, etc.) _____	_____
	** Air Fare: See Below _____	_____
	Personal Vehicle (Est. round-trip miles _____ @ IRS rate) _____	_____
	Other (Conference registration, memberships, etc.) _____	_____
	Total	\$ _____

BUDGET CODE: _____ BUDGET NAME _____

DATE _____ SIGNATURE(S) _____

PLEASE CHECK ALL STATEMENTS WHICH APPLY TO YOUR REQUEST

_____ *Classes missed? Yes No (circle one) Absence is authorized contingent upon compliance with the class assignment requirement.

_____ Expenses are to be paid by individual and/or outside agency. _____ (Please circle)

_____ Transportation is authorized. School Automobile _____ Private Auto _____ Bus _____ (Transportation request must be completed and a copy attached to this document)
Name of Agency

_____ ** Air (**Air travel must be arranged through the Superintendent's office**)

_____ Other _____

Division Chairperson (if applicable) Date

Vice President Date

Manager or Supervisor Date

Superintendent Date

***Instructors are to provide assignments for their classes to the VP of Instruction at least three days prior to absence.**