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| **MEMORANDUM OF ABSENCE****TRAVEL/LEAVE** |
| Name of Person Making Request: |  |
| Activity Information: | Click or tap here to enter text. |
| Dates of Absence: | Select start date. | through | Select end date. |
| Type of Leave: |  [ ]  Professional Travel/Leave  [ ]  Personal Travel/Leave |
| Purpose of absence (if Professional): | Click or tap here to enter text.  |
| Address/Phone or other contact information during absence: | Click or tap here to enter text. |
| Person covering your duties and responsibilities during absence: | Click or tap here to enter text. |
| Signature of Requestor: |  | Date: |  |
| Chair's Approval: |  | Date: |  |