

**Request for Professional Leave  
Central University Libraries**

**This form must be submitted to your supervisor prior to submitting a request  
online in Concur**

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

I request approval for attendance at the following:

Organization/Event: \_\_\_\_\_

Location: \_\_\_\_\_

Expected Costs:

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Transportation \_\_\_\_\_

Registration \_\_\_\_\_

I expect to leave on \_\_\_\_\_ and return on \_\_\_\_\_

Member of sponsoring organization? \_\_\_\_\_yes \_\_\_\_\_no

Purpose for attendance - indicate office(s) held, membership on committee, presentation to be given and/or similar responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I expect to pay all costs myself

\_\_\_\_\_ I request reimbursement in accordance with the CUL Travel Policy

\_\_\_\_\_ I will receive a subsidy to offset partial or total costs. Amount expected \_\_\_\_\_

Schedule Changes:

\_\_\_\_\_ No schedule changes are necessary

\_\_\_\_\_ I have made arrangements as follows: \_\_\_\_\_

\_\_\_\_\_ I request that the supervisor arrange the schedule to cover my absence.

Approvals:

Check One: Professional Travel \_\_\_\_\_ Assigned Travel \_\_\_\_\_

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

- The Travel Report must be completed online in Concur within 10 days after completing travel.
- The CUL Professional Travel Report <http://www.smu.edu/cul/staffres/TravelReport.pdf> must be submitted to the traveler's supervisor upon return.

*Approval of travel request will be dependent on budget funds available*