

**Request for Professional Leave**

*This form must be submitted to your supervisor before submitting a request for travel funding reimbursement 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**, e.g., indicate office(s) held, membership on committee(s), presentation(s) to be given, and/or similar responsibilities.

I expect to pay all costs myself

I request reimbursement in accordance with the SMU Travel Policy

I will receive a subsidy to offset partial/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: \_\_\_\_\_

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