

CUL Request for Professional Leave

This form must be submitted to your supervisor before submitting a request for travel funding 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 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: _____

Approval of travel request will be dependent on budget funds available