

# Department of Chemistry & Biochemistry

## Travel Notification Request

This form is for all leave that will not be in any part paid for with University/Grant funds. If University funds will be used or requested for reimbursement for any part of the trip please enter your request into Concur.

**Name:**

**Expected departure date:**

**Expected return date:**

**Contact information for laboratory emergencies and/or those covering your responsibilities:**

**Classes Missed and plans to cover:**

**Plans to cancel or cover class meetings other than by faculty, must be cleared with the Assistant Chair and/or Chair.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_