

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

SCHOOL OF ENGINEERING

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

This form serves three purposes:

1. To notify the department of a work-related absence
2. To document approval of spending
3. To make teaching arrangements

The traveler should complete this form and submit it to the Department Chairperson at least one week before travelling.

**This form must be submitted to the chairperson whether or not reimbursement of expenses is sought.**

Approval is requested for travel by \_\_\_\_\_ to travel to

Name

\_\_\_\_\_ and be absent from

Location

\_\_\_\_\_ to \_\_\_\_\_ for the purpose of

The following arrangements have been made (if necessary) to cover my course(s) during my absence [include course number, name and dates]: \_\_\_\_\_

Estimated cost of travel: \$ \_\_\_\_\_

I am requesting department support in the amount of: \$ \_\_\_\_\_

Reimbursement of expenses from other than department sources Acct. No. \_\_\_\_\_

Acct. Name \_\_\_\_\_

Signed: \_\_\_\_\_

Applicant

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

Request approved:

Signed: \_\_\_\_\_

Chairperson or Director

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