

Vacation Travel Form Instructions & Processing

Step 1

- Complete form in its entirety, ALL form fields in the faculty section must have something in it.
- If the form field is not applicable to you simply enter into the appropriate field "N/A".
- The form should be completed no later than two weeks in advance of travel.

Step 2

- **Submit via email to director/chair for approval.** He/she will confer with coordinators and others as needed.

Step 3

- If denied, the reason will be noted in the comments section and the form returned to you.
- If approved, your supervisor will submit the form electronically to the dean's office for final approval.

Step 4

- If you are not requesting departmental funding and/or missing a mandatory Regent/SPC event, further approval will not be needed.
- If funding is requested and/or you are missing a mandatory event, it must be approved by the appropriate dean(s).

Step 5

- Your absence will be noted on the faculty travel calendar for the official record and you will receive an email from the dean's office denoting such.
- The form will be forwarded accordingly and you will receive a final reply from them indicating approved or denied with applicable comments.
- You and your supervisor will be copied on all email submissions to keep you up-to-date on the process.