

School of Civil and Environmental Engineering

Travel/Leave Request Form

USE OF THIS FORM is required in advance for all travel away from campus. It provides documentation of business purpose of trips for coverage under Cornell insurance policies. It will also be used to contact you in case of an emergency.

If you will be away for more than five working days, you *must* have approval from the Director and/or Director of Administration at least one week prior to departure date.

Name: Date:

Destination:

Telephone Number at Destination:

Departure Date: Time: Week Days Away

Return Date: Time:

Teaching:

Teaching during my absence will be covered by:

Courses to be covered:

Purpose (please check all that apply):

- Research Conference/Seminar Research-Related Consultation
 School Business Personal Other

Description:

Expenses Paid By: Outside Agency

Personal

Cornell Account Number:

Signatures

Traveler (not necessary with electronic transmission)

Date

Director/Director of Administration

Date

Please submit completed form to CEE Director, 220 Hollister Hall