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