**Complete form and attach to email request for Chair’s approval (Cc:** **patricka@fau.edu****).**

**Faculty must include completed** [**Faculty Absence Notification/Leave Request Form**](file:///%5C%5Celway%5CHonors%5CFaculty%20Research%20and%20Travel%20Accounts%5CForms%5CFaculty%20Absence%20and%20Leave%20Request) **with TAR submission.**

**Domestic travel: At least 2 weeks in advance and/or International travel: At least 3 weeks in advance**

|  |  |
| --- | --- |
| **Name** (as it appears on your travel I.D.): |        |
| **Extension**: |        |   |
| **Z#:** |        |  |
| **Benefit to State**: |        |
| **Destination**: |        |
| **Purpose of Travel**: |    |
| **Conference Title** (if applicable): |        |
| Departure (from home or campus): | Date: |       *(M/d/yyyy)* | Time: |   :    | Location: |        |
| Return (to home or campus): | Date: |      *(M/d/yyyy)* | Time: |   :    | Location: |        |
| Will you miss any classes? | [ ]  | Yes | [ ]  | No |  |
| If yes: | Date: |       *(M/d/yyyy)* | Course#: |        |
|  | Coverage: |       |
|  | Date: |       *(M/d/yyyy)* | Course#: |        |
|  | Coverage: |       |
|  | Date: |       *(M/d/yyyy)* | Course#: |        |
|  | Coverage: |       |
|  |  |

Additional Information:

**\*Work related travel at no cost to the University**