

TEXAS A&M ENGINEERING

Faculty Requests for Alternate Work Location/s, Leave of Absence, Leave Without Pay

This form is required for a temporary or permanent change of headquarters and allows justification of travel and other expenses from a location other than College Station

- PLEASE TYPE - HANDWRITTEN FORMS NOT ACCEPTED -

This request is for: A travel request will be filed in coordination with this activity

UIN	Name (Last, First)	Title	Dept. & Div. Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete for off-site requests

Location and duration of request: Start Date End Date *(if temporary relocation, this will be the last day of reimbursable expenses)*

Location 1: Co./Institution City St. Country

Dates at this location (if multiple locations): Start Date End Date

Location 2: Co./Institution City St. Country

Dates at this location: Start Date End Date

Location 3: Co./Institution City St. Country

Is this for a TAMU Faculty Development Leave? Yes No If yes, stop here and attach copy of FDL approval.

Will you receive salary or payment for this activity? Yes No If yes, provide details of compensation in the justification below

Justification: **Provide details to justify this request** including focus of work, interactions with locations visiting and benefit to TAMUS. Explain how ongoing initiatives will be monitored. Attach additional sheet if necessary; incomplete explanations will be returned.

Current Date

Faculty Signature

Division/Department Head Signature

Departmental Business Administrator Signature

Executive Associate Dean Signature

Dean of Faculties Signature