

University of Wisconsin-La Crosse

Campus Absence Form

For protection of all concerned, this form should be filed when any one of the following apply:

- (a) if some or all of the expense is to be paid with State funds;
- (b) if a University vehicle is to be used for travel;
- (c) if some/all of the reason for the absence is related to official University business.

This form need not be filed for travel and absences from campus that are part of routine day-to-day assignments. Questions should be discussed with an immediate supervisor.

NAME: _____ DEPARTMENT: _____

PURPOSE OF PROPOSED ABSENCE: _____

DURATION OF ABSENCE (DATES): _____

ADDRESS/PHONE AT WHICH ABSENTEE CAN BE REACHED: _____

ARRANGEMENTS have been made as follows for responsibilities during absence

Source of funds for travel and other expense:

University

Other

If University funds, indicate estimated amount: _____

Mode of travel: Train Plane Auto-Private Auto-University

Date: _____

Signature: _____

ACTION ON REQUEST

Action: _____

(Signature of Dept. Chair or Supervisor)

Date: _____

THIS FORM SHOULD BE FILED AT LEAST ONE WEEK IN ADVANCE OF PROPOSED ABSENCE WHENEVER POSSIBLE AND RETAINED IN DEPARTMENT FILES.