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**Absence Request - Intent to Travel**

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| **Traveler’s Name**  **Type first name middle name last name** | **Date Submitted**  **mm/dd/yyyy** |

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| **Dates of Travel** |
| **Beginning Date** | mm/dd/yyyy | **Start Time** | hh:mm am/pm | **Total Days Requested**number of days  |
| **Ending Date** | mm/dd/yyyy | **End Time** | hh:mm am/pm |  |

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| 1**Vacation Days To Be Taken** |
| **Beginning Date** | mm/dd/yyyy | **Start Time** | hh:mm am/pm | **Total Days Requested**number of days  |
| **Ending Date** | mm/dd/yyyy | **End Time** | hh:mm am/pm |  |

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| **Date of Birth****mm/dd/yyyy** | **Domestic Travel**City: type City name  State: type State name  | **International Travel**Country:  type Country if not United States |
| **Benefit to UT Southwestern** |  Type benefit to UT Southwestern |

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| **Business Related Leave**[ ]  Conference:  type conference name here  Conference Dates:  type conference date(s) here  Web Address of Conference:  type conference website address here [ ]  Invited Speaker/Visiting Professor[ ] Host Paid Amount: $       Host Name:  enter Host name [ ] Honorarium Paid Amount: $       Honorarium Name: enter Honorarium name [ ]  Scientific Committee/Review Board[ ]  Research Related[ ]  Other Business Related:  type other business type here  |

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| **Traveler’s Signature**I certify that the information provided by me in this document is, to the best of my knowledge, true and correct.Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Report’s To Signature**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Optional Departmental Use**

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| **Approximate Cost:** |
| **Air Fare, Taxi, Shuttle, Rental** | **Meals** | **Lodging** | **Registration** | **Incidentals** | **TOTAL** |
| $       | $       | $       | $       | $       | $       |