



# Faculty Absentee Request Form

Faculty Name \_\_\_\_\_

Department \_\_\_\_\_

Date of Request  
(mm/dd/yy) \_\_\_\_\_

Dates Requesting to be Gone (mm/dd/yy) \_\_\_\_\_

I would like to request being absent on the above date(s).  
The primary reason is (check one)

Attend a professional meeting

\_\_\_\_\_ Which one?

Present at a professional meeting

\_\_\_\_\_ Which one?

Teach a class overseas

\_\_\_\_\_ Where?

Take a missions trip to

Other (Explain)

I will miss \_\_\_\_\_ Days of classes

I will miss

- A Faculty Inservice
- A President's Dean's Luncheon
- Faculty Retreat
- Other Special Event (Which One?) \_\_\_\_\_

I will  will not be taking students along (If taking students, please talk to the Vice President, Academic Affairs right away.)

Cost expectations (if any) from University funds:

How much? \_\_\_\_\_

For what? \_\_\_\_\_

Give a more detailed description of this event here, providing any additional details that would be helpful

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