



CALIFORNIA STATE UNIVERSITY, FRESNO
Kremen School of Education and Human Development

Date: _____

FACULTY/ADMINISTRATOR
REQUEST FOR AUTHORIZED CAMPUS ABSENCE

Use this form for all campus absences that involve being out of town on days during which you are on duty and/or when University classes are in session (even if you don't have a class). This form is not required for instructional travel (i.e., teaching and advising). It is expected that proper disposition of classes and other campus-related obligations will be arranged in consultation with the Chair of your Department. The Dean's signature on this form indicates approval of your being away from campus during the indicated period of time and verification that you will be compensated by the University (regular faculty/administrative pay) during this time.

This form must be completed in advance of the contemplated campus absence(s) and submitted through the Department Chair to the Office of the Dean of the Kremen School of Education and Human Development.

Hours/dates of proposed absence: from _____ to _____

Classes/Duties missed

Arrangements made and/or who will cover duties

<i>Classes/Duties missed</i>	<i>Arrangements made and/or who will cover duties</i>

Destination (city/state): _____

Name of meeting/conference: _____

Describe the nature of your participation:

Name of Applicant (please print): _____

Signature of Applicant (may be electronic): _____

Signature of Department Chair: _____

Comments: _____

Approval by the School Dean: _____

(A copy will be returned to the applicant.)

Note: If you expect State reimbursement for your travel, you must also complete a University travel application.