



SCHOOL OF GLOBAL INTEGRATIVE STUDIES

Anthropology | Geography | Global Studies

MEMORANDUM OF ABSENCE TRAVEL/LEAVE

Name of Person Making Request:

Activity Information:

Click or tap here to enter text.

Dates of Absence:

Select start date.

through

Select end date.

Type of Leave:

☐ Professional Travel/Leave

☐ Personal Travel/Leave

Purpose of absence
(if Professional):

Click or tap here to enter text.

Address/Phone or other contact
information during absence:

Click or tap here to enter text.

Person covering your duties and
responsibilities during absence:

Click or tap here to enter text.

Signature of
Requestor:

Date:

Chair's Approval:

Date: