

School of Social Work Supplemental Travel Form

When One or More Classes are Missed or When Traveling with Students

Professional Travel for the University

Professional out-of-town travel for the university should be submitted for approval on a Travel Authorization Form (TAF), as indicated in the university's policies, whether or not the university is providing reimbursement. The university TAF provides you with university benefits while traveling.

IN ADDITION TO THE TAF, complete this form any time your travel involves: (1) missing or rescheduling a class or (2) traveling with students. You do not need to complete this form unless one or both of these two conditions apply. This form must be submitted a minimum of two days prior to traveling, except in a situation of crisis or emergency.

Submit this form to the associate dean(s) responsible for classes missed or rescheduled, and/or for students accompanying you. The Assistant to the Dean will notify you when your travel is approved. The dean's office retains the form.

Out of town travel with students

No individual faculty member should travel with an individual student. Name all students involved in your trip. Under no circumstance should a student share overnight room accommodations with a faculty member.

1. Faculty/Staff Traveler (s):
2. Dates of the trip:
3. Contact information during the trip:
4. Purpose of trip and destination:

5. What arrangements have you made for any classes you will miss?

6. Will any students accompany you? Yes No
 - a. If so, who?
 - b. What are the student housing accommodations?

Traveler

Date

Associate Dean(s)

Date

Dean

Date