



RICHARD BLAND COLLEGE
FACULTY/STAFF ABSENCE REQUEST/REPORT
and/or
REQUEST FOR TRAVEL APPROVAL

Name: _____ Date Submitted: _____

I request / I report absence from duties on the following date(s):

Personal

Professional

If travel request, destination: _____

Purpose of trip: _____

Disposition of classes (if applicable): _____

*Total estimated expenses: \$ _____ Expenses not applicable
(Include registration fees, lodging, airfare/mileage and M&IE)

*Source(s) of funds: _____

*Must be completed if expenses will be claimed. Approved form must be forwarded to Administration and Finance and the Purchasing Office prior to arrangements request.

INSTRUCTIONS:

1. Upon receipt of approval, contact the Office of Administration and Finance for payment of any registration fees and applicable reimbursement rates. (Must be at least three weeks prior to trip.)
2. A purchase requisition must be submitted to Purchasing for all conference fees and work shops.
3. The Purchasing Office will make transportation arrangements for airline and train travel.
4. Travel reimbursement voucher must be submitted to the Office of Administration and Finance within eight working days after completion of travel.

APPROVALS:

Faculty Development Coordinator: _____

Division Chair/Supervisor: _____

Provost/Vice President of Administration & Finance: _____

President: Over \$1,000 or Out-of-State _____

DISTRIBUTION:

📄 Original – Provost

📄 Copy – Faculty/Staff Member

📄 Copy – Administration and Finance (for expenses)

📄 Copy – Purchasing Office (for travel arrangements)