



DOMESTIC TRAVEL REQUEST FORM GRADUATE STUDENTS



Last Name: First Name:

UIN: Email:

Trip Start: Trip End: Date of Request:

Destination(s):

Will you be missing work obligations? Yes No

If yes, please complete an absence from class form (Attached). Class should not be canceled for travel or conference attendance.

Expenses: Domestic Travel Request - MAX \$700

Amount of Travel Request:

Airfare: Hotel:

Shuttle/Taxi: Registration:

Parking: Meals:

Mileage/Fuel: Other:

Purpose of your travel:

(Explain how this trip will help you make progress on your dissertation. Please attach your current Statement of Research.)

Benefit to TAMU:

(Explain how this trip will enhance your teaching, research, job placement prospects. (e.g., potential contacts, reputation, publications.)

Graduate Student Signature: _____ Date: _____

Graduate Director Signature: _____ Date: _____

***Your request will not be processed until all 3 documents needed have been received.
(Domestic Travel Request form, Absence From Class form & a current Statement of Research)***

ABSENCE FROM CLASSROOM GRADUATE STUDENT

Reporting and Notification:

1. If you plan to be absent on a given day, please notify your direct supervisor (LSO/lab supervisor, lower division instructional supervisor, etc.) as far in advance as possible.
2. Additionally, notify your students through your syllabus and any other appropriate means. Make it clear whether there will be a substitute, an alternative activity, or the class will be rescheduled.
3. If you are forced to be absent or tardy due to unforeseen circumstances, please call the front desk (979-845-2125) or email Cynthia Hurt cynthiahurt@tamu.edu.

Emergency Absences:

1. Once the department is notified of your absence every effort will be made to find a replacement, or your students will be notified that class is cancelled.
2. To make substitutions easier, it is recommended that you have an emergency lesson plan easily available. Otherwise, the replacement instructor will work with review materials.
3. Under no circumstances should administrative personnel, student workers, advisors, or people not related to the department be asked to act as substitutes.
4. LSO attendants, whose duties are time sensitive, should be guided by the same principles as instructors.
5. Personnel with non-time sensitive duties may make special arrangements with their supervisor to make up for missed work.
6. Long-term illness related absences will be dealt with by the head of the department on a case-by-case basis.

Planned Absences (Excused or Unexcused):

1. If you anticipate an absence you must request preapproval in advance.
2. Please use the "Absence from Classroom" form that appears attached.
3. At the time of the request, specify what classes will be missed, and how they are going to be made up (rescheduling, substitute instructor, etc.)
4. Failure to request preapproval and/or present a plan for how to recover class time will result in denial of reimbursement funds, if such funds were requested.

Disciplinary Action:

1. Failure to give advance notice of an absence or tardiness will result in a verbal or informal email reprimand; a second omission will result in a written reprimand to be placed in your personnel file.
2. Repeated unreported absences may result in further corrective action, including removal of assistantship.

Department of Hispanic Studies
Absence from Classroom Form/Graduate Assistant

Name: _____

Date(s) of Travel or Absence: _____

Date Submitted: _____

List the classes you will be missing during your absence and provide the date and time the class meets. Include the name of the substitute who will replace you in the classroom, and a brief description of the activities planned for that day.

Class and Section	Date and Time	Substitute	Activity

Supervisor's Approval

Date