



# EMPLOYEE ABSENCE RECORD

Revised 6/12/18 (AVB)

NAME: \_\_\_\_\_

EID: \_\_\_\_\_

DATE: \_\_\_\_\_

VACATION: TOTAL HOURS \_\_\_\_\_

DATES \_\_\_\_\_

SICK LEAVE: TOTAL HOURS \_\_\_\_\_

Personal - or -  Family

DATES \_\_\_\_\_

MISCELLANEOUS LEAVE	
_____ HRS BEREAVEMENT	RELATION _____
_____ HRS JURY DUTY	_____ HRS FURLOUGH

OFFICIAL UNIVERSITY BUSINESS TRAVEL

Employee

Non-employee

In State Travel

Out of State Travel

Foreign Travel

Itinerary – include date and time of arrival and departure

Departure \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

Return \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

Travel \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Proposed Route – Enter Cities Only \_\_\_\_\_

Conference Date(s) \_\_\_\_\_

Purpose of the trip (attach additional sheets if necessary)

### FUNDING

Account #1 \_\_\_\_\_ % \_\_\_\_\_

Account #2 \_\_\_\_\_ % \_\_\_\_\_

Account #3 \_\_\_\_\_ % \_\_\_\_\_

### Estimated Expenses

Private Vehicle Mileage  Yes  No \$ \_\_\_\_\_

University Vehicle  Yes  No \$ \_\_\_\_\_

Lodging: Designated  Yes  No \$ \_\_\_\_\_

Meals and Incidentals \$ \_\_\_\_\_

Public Transportation **Total** \$ \_\_\_\_\_

Commercial Aircraft Coach \$ \_\_\_\_\_

Commercial Aircraft First Class \$ \_\_\_\_\_

Taxicabs \$ \_\_\_\_\_

Rental Vehicle \$ \_\_\_\_\_

Private Aircraft \$ \_\_\_\_\_

Charter Aircraft \$ \_\_\_\_\_

Other – Specify \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### Miscellaneous

Registration Fees \$ \_\_\_\_\_

Parking Fees \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Telegraph – Postage \$ \_\_\_\_\_

Other – Specify \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES** \$ \_\_\_\_\_

Please indicate the amount(s) and date(s) required. Payee must sign below. A Guarantor signature is required for advances to Non-employees.

Advance	Amount	Date Required	Pay Date	Debit
\$				

## REQUIRED SIGNATURES

Employee Sign \_\_\_\_\_

Non-employee Sign \_\_\_\_\_ Guarantor Sign \_\_\_\_\_

Immediate Supervisor Sign \_\_\_\_\_

Department Head or Dean Sign \_\_\_\_\_