

UMKC Conservatory of Music and Dance
Faculty Professional Absence Request Form
Rev. 3-1-16

For faculty applying for travel funding support, requests should be submitted by September 15 of the fall semester and by January 15 of the spring semester for full consideration. Later requests may be considered in extenuating circumstances, but available funds may be encumbered by earlier requests.

Name of faculty member Date

Destination: _____

Total teaching days absent for this request:

Cumulative teaching days absent this semester:

Departure date: _____ Return date: _____

Purpose of trip: _____

How do we contact you?: _____

Explain arrangements for your class(es) and/or studio assignments during absence: _____

Signature of faculty member making request Date

Division Chair Date

Dean Date