REQUEST FOR CAMPUS ABSENCE
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

NAME: ________________________________ NET ID/UIN: ________________________________

☐ University Travel  ☐ Consulting  ☐ Illness  ☐ Personal

DATE FROM: ________________________________ DATE TO: ________________________________

DESCRIPTION OF ABSENCE/PURPOSE OF TRAVEL (DETAILED):
____________________________________________________________________________________
____________________________________________________________________________________

TRAVEL INFORMATION

DESTINATION 1: _______________________________________________________________________

DESTINATION 2: _______________________________________________________________________

EXPENSES WILL BE REIMBURSED BY THE UNIVERSITY:  ☐ Yes  ☐ No

TOTAL ESTIMATED COST TO UNIVERSITY: $ ________________
(Transportation + Hotel + per diem)

ACCOUNT(s) TO BE CHARGED:
1. ________________________________________________________________________________
2. ________________________________________________________________________________

AIRLINE TICKET REQUESTED (Office Use Only):  ☐ Yes  ☐ No  ER# ________________ Amount $ ________________

CLASS INFORMATION
(For Instructors Only)

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REQUESTOR’S SIGNATURE: _______________________________________________________________________
1. Fill out “Request for Campus Absence” form in room 4065. Give to the Power Secretary.
   a. **Reason for travel (Please explain in detail):**
      i. Paper/Poster → “Title” or Meeting (names of collaborators, etc.)
   b. **Account** to be charged for the travel

2. **Conference registration (Purchased by you or Power Secretary):**
   i. **All conference fee receipts** (paid or free) must be turned in with “travel documents”

**NOTE:** **DO NOT BOOK HOTEL AND AIRFARE TOGETHER. MUST BE PURCHASED SEPARATELY.**

Airfare can be purchased by you or the Power Secretary:
   b. Closest airport should be used unless you can find airfare far cheaper elsewhere
      i. Keep in mind the cost of shuttles, personal car, parking and hotel expenses, if needed
   c. Lowest airfare at time
   d. Economy/Coach
   e. ITINERARY/RECEIPT turned in with documents

3. **Hotel** should be **Conference** Hotel with **PROOF**:
   a. If not, WHY.
   b. $110 is the most that should be spent on another room elsewhere
      i. If not, WHY.
      ii. Keep in mind cost of taxi cabs, shuttles, trains
   c. Hotel Folio (Invoice) must be turned in with “travel documents”

4. **Conference/Meetings**:
   a. **Agenda** for each meeting must be included with “travel documents”
   b. **Meals** provided by the conference/meeting should be marked on the **“Travel Reimbursement Checklist”**

5. **Taxi Cabs**
   a. Get a receipt
   b. Share a cab when possible

   a. The only time it is acceptable to rent a car is when there is not a shuttle, train, taxi cab available
      that can take you from the airport to the hotel at a reasonable cost (this does not include the
      cost of a friend or spouse on the trip)
   b. You have several meetings around the city and it would be cheaper than other available
      transportation
   c. **Receipt/Invoice** must be turned in with “travel documents”
   d. Information for car rental:
      i. National Car Rental should be the first choice - 800-227-7368 ---- UI ID #: XZ62053
      ii. Unlimited mileage
      iii. No travel insurance (University provides travel insurance while on business)
   iv. **Parking & Gas receipts** must be turned in with “travel documents”

7. The **University allows** an hour before a flight for Per Diem purposes
   a. If it takes longer to get to the airport, explain WHY.

International travel is different from domestic travel, [https://www.obfs.uillinois.edu/travel/foreign-travel/](https://www.obfs.uillinois.edu/travel/foreign-travel/)

8. **Personal Time** --- Can be taken but keep track of days and times
   a. No Per Diem
   b. Provide a Comparison Airfare to and from conference dates (1 day before & 1 day after)