

**Department of Mathematics
DECLARATION OF ABSENCE**

Fill out this form if you will miss class or other required department or university duties. This form is a reporting form, but does not require preapproval. This form must be submitted before the travel takes place. You are responsible for finding substitutes or making up the missed classes. This is not a permission to travel form. Note that you may also be responsible for filing a Travel Plans form.

Name: _____

Date of departure: _____

Date of return: _____

Purpose of trip (if personal, put "personal"; if professional, give further details):

Please list below the courses you are teaching, the times they are held, and their locations:

Course, Time, & Location	Person Covering with Contact Information

Your contact information while away (if multiple sets of information are warranted, list separately with applicable dates, or fill out multiple sheets):

Emergency phone number: _____ Fax number: _____

Cell phone number: _____

Address where you can be reached:

The above is a declaration of an intended absence on my part and my account of how I will handle my missed classes and other assignments.

Signature

Date