# Vacation Travel Form Instructions & Processing

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| Step 1 | - Complete form in its entirety, ALL form fields in the faculty section must have something in it.  
- If the form field is not applicable to you simply enter into the appropriate field "N/A".  
- The form should be completed no later than two weeks in advance of travel. |
| Step 2 | - **Submit via email to director/chair for approval.** He/she will confer with coordinators and others as needed. |
| Step 3 | - If denied, the reason will be noted in the comments section and the form returned to you.  
- If approved, your supervisor will submit the form electronically to the dean's office for final approval. |
| Step 4 | - If you are not requesting departmental funding and/or missing a mandatory Regent/SPC event, further approval will not be needed.  
- If funding is requested and/or you are missing a mandatory event, it must be approved by the appropriate dean(s). |
| Step 5 | - Your absence will be noted on the faculty travel calendar for the official record and you will receive an email from the dean's office denoting such.  
- The form will be forwarded accordingly and you will receive a final reply from them indicating approved or denied with applicable comments.  
- You and your supervisor will be copied on all email submissions to keep you up-to-date on the process. |