ABSENCE FROM CAMPUS

FOR TRAVEL 7 DAYS OR LESS WITHIN THE USA or INTERNATIONALLY.

FOR TRAVEL EXCEEDING 7 DAYS, FORM UCI-AP-76 IS REQUIRED, PLEASE GO TO:
http://www.ap.uci.edu/Forms/APforms/UCI-AP-76.pdf

Name: ___________________________ Date: ___________________

DATE(S) ABSENT FROM CAMPUS:

Departure Date: ___________ Time: ___________
Return Date: ___________ Time: ___________

Destination: __________________________________________________________

Phone: ______________________________________________________________

Contact: ______________________________________________________________

Purpose: ______________________________________________________________

Course(s) you are currently teaching: ___________ Date/Time? ___________
Course(s) you are currently teaching: ___________ Date/Time? ___________

How will the students be notified of your absence?

Email ☐ Post Note in Class ☐ Other ☐

Who will notify the students? _____________________________________________

How will the class(s) be covered? __________________________________________

__________________________________________________

Signature: ___________________________ Date: ___________________

Faculty

Approval ___________________________ Date: ___________________

Department Chair

Please hand-deliver the completed form to Marcia or Tiffany BEFORE your
departure.

Revised 10/14