Courses Affected by Travel

Faculty Name: _______________________________________________________________

Travel Dates From: _________ To: _________ Destination: ________________

TA #: _______________

Contact Information While On Travel: ________________________________

_____ Travel is not during assigned class time.

_____ Travel is during class time. Classes affected are as follows:

    ECH _________    ECH _________    ECH _________

The following provisions have been made for teaching the above mentioned courses in my absence.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signature: ________________________________