![MCj01977320000[1]]()![MCj01977320000[1]]()![MCj01977320000[1]]()

TRAVEL NOTIFICATION

(please write legibly)

***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Destination/Reason for Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date of Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date of Return/Approximate Time of Arrival to Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Is this information to be held confidential? (check one) \_\_\_\_\_Yes \_\_\_\_\_No***

***Please provide the name of the class substitute if your trip involves absence for two (2) or more instructional sessions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\*\*\* If your mail needs forwarding, please see me with details. \*\*\****

***Please return completed form to Jessie Thacker in Room 101***