



Prior approval for activities and time away (including 20 days vacation and 5 CME, any consulting, or other activities involving industry) is required by Faculty Member's Department Chair/Section Chief/Center Director (or by the Dean or Dean's designee when the faculty member seeking the approval is a Chair or Center Director). Complete one form for each activity and submit it to your immediate supervisor.

Faculty Member: _____ Dept./Division: _____
Print Name

1. Request Approval vacation:

Vacation dates: _____ Number of days: _____

Would approval of these dates require bumping clinical or OR sessions with <60 days notice:

YES: NO:

2. Request for travel:

Would approval of these dates require bumping clinical or OR sessions with <60 days notice:

YES: NO:

Dates: _____

Destination: _____ Purpose: _____

Will Temple Funds be used for this activity? YES: NO:

Temple funds source: (Dept. funds, 16 funds, professional, etc.)

3. Request for approval: Consulting, Board Membership, Speaker, Other (please specify)

Dates of activity: _____

If requires time away, please complete #2

Sponsor: _____

Estimated compensation: _____

Immediate Supervisor: _____
Print Name

PLEASE CHECK ONE: APPROVED DENIED

Date: _____ Supervisor Signature: _____