



### Activity Prior Approval Request

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

Faculty Member: \_\_\_\_\_ Dept./ Division: \_\_\_\_\_  
Print Name

Activity:  Travel  Consulting  Board Membership  Speaker Honorarium  
 Other: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Estimated Compensation: \$ \_\_\_\_\_

Is the activity related to any research projects through Temple  Yes  No

**Travel** (report N/A if not applicable to request):  
Purpose of Trip: \_\_\_\_\_

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Destination City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Estimated Total Cost: \$ \_\_\_\_\_

Will any Temple Funds be used for this activity  Yes  No

Temple Funds Source (i.e., Dept Fund, 16 Funds, Professional Act., etc): \_\_\_\_\_

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Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_  
Print Name

PLEASE CHECK ONE:  APPROVED  DENIED

Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_