

MORRISVILLE
 EST. 1908
**STATE UNIVERSITY
 OF NEW YORK**
APPLICATION FOR ABSENCE

Name: _____ Date: _____
 Department: _____ Phone: _____
 Absence Starts: _____ Time: _____ Date: _____ Return: _____ Time: _____ Date: _____

I will be absent _____ day(s) and this leave is properly chargeable to:

- Sick Leave _____ Travel on college business ()
 Annual leave * _____ Leave of absence w/o pay
 Compensatory holiday(s) _____ Other

(*Calendar year employees only)

Arrangements for professional responsibilities scheduled during this time:

Class	Time	Day/Date	Substitute Instructor/Other arrangements

ALL VEHICLE REQUESTS MUST BE SUBMITTED 5 DAYS IN ADVANCE
STATE CAR REQUEST FORM

Name: _____ Date: _____
 Department: _____ Phone: _____
 Purpose of Travel: _____

Do you possess a current NYS driver's license? Yes (X) No ()

Will pick up car on: Date: _____ Time: _____

Will return car on: Date: _____ Time: _____

Travel Voucher needed for expenses? Yes) No

Estimated total travel expense: _____ Amount requested from college funds: _____

Destination: _____ Estimated Miles: _____

Number of persons traveling: _____ Extra equipment going: _____

- Vehicle must be picked up within 24 hours of time signed out or vehicle will be assigned to someone else.
- You must notify Facilities in writing as soon as possible when your plans change.
- Vehicle must be returned to Facilities parking area by the return time on this request to permit servicing for the next user.
- Keys returned after working hours should be placed into the key slot on the loading dock.
- Privately owned vehicle being left must be parked in staff/visitor parking lot. (Last row near fence)
- Driver** is responsible for removing trash (coffee cups, napkins, parking permits, etc.) from vehicle. And is also expected to keep vehicle in the same shape as it left in. Any mud inside/Outside must be cleaned prior to return. Any/all accidents must be reported to Facilities asap.
- Driver** is responsible for submitting all credit card receipts to the Business Office.
- All out of state or overnight travel requires Cabinet member approval before submitting vehicle request form.
- Car requests should be emailed to carrequests@morrisville.edu, once completed and signed. All requests MUST have proper signatures prior to sending to Facilities for scheduling.

Applicant signature: _____ Date: _____
 Supervisor signature: _____ Date: _____
 Cabinet member signature: _____ Date: _____