

WSU Department of History Leave Request for Graduate Students

Student's name: _____ WSU ID # _____

Departure date: _____ Return date: _____

Destination: _____

Telephone number where the student may be contacted in an emergency: _____

Reason for leave request: _____

Travel to attend a conference, seminar, or other trip related to the student's research project, professional education, etc.

- Travel must comply with WSU's Business Policies and Procedures Manual (Travel 95.13). WSU's BPPM requires submission and approval of a Travel Authority prior to departure.
- History policy requires that any History student enrolled during the time of his/her travel must complete a Travel Request form (whether they intend to claim expenses or not). This form can be obtained from staff in the main office. From this, a Travel Authority form will be generated.
- After conclusion of the travel, the student should give his/her claimed expense receipts (if any) to the staff in the History main office. A Travel Expense Voucher will then be generated. Expenses claimed without a receipt may not be reimbursable.
- While on travel, a student is a representative of History and WSU, and it is expected they will conduct themselves in a professional manner consistent with School and University policies.

To participate in an internship
with _____

To take personal leave for:

- Vacation (i.e., to visit family, friends, etc.) _____
- Family emergency of: _____
- Other: _____

Approval must be obtained as follows:

- **Research assistants:** Leave must be approved by 1) the instructor and 2) the student's advisor and 3) the Chair of the History Department (or in his/her absence, the Graduate Studies Director). If the student is unable to return by the listed return date, they must get approval for the delay by the Chair (509-335-5816) or the Director of Graduate Studies (509-335-4626) or notify the Graduate Studies Program Coordinator (509-335-4626). Failure to do so may result in the student's pay being reduced or the assistantship being terminated.
- **Teaching assistants:** Leave must be approved by 1) the instructor and 2) the student's advisor and 3) the Chair of the History Department (or in his/her absence, the Graduate Studies Director). If the student is unable to return by the listed return date, they must get approval for the delay by the Chair (509-335-5816) or the Director of Graduate Studies (509-335-4626) or notify the Graduate Studies Program Coordinator (509-335-4626). Failure to do so may result in the student's pay being reduced or the assistantship being terminated. It is imperative that the Department know how to contact a TA during the entire period of their appointment.
- **Students with no assistantship:** Leave must be approved by 1) the student's advisor (if they have one) and 2) the Director of Graduate Studies.

Advisor authorization (signature)	(printed name)	Date	Request: <input type="checkbox"/> approved <input type="checkbox"/> denied
Instructor authorization (signature)	(printed name)	Date	Request: <input type="checkbox"/> approved <input type="checkbox"/> denied
Chair of History (signature)	(printed name)	Date	Request: <input type="checkbox"/> approved <input type="checkbox"/> denied
Director of Graduate Studies (signature)	(printed name)	Date	Request: <input type="checkbox"/> approved <input type="checkbox"/> denied

Please give the completed form to the Ken Anderson, Graduate Studies Program Coordinator, Wilson 301D.