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.

<table>
<thead>
<tr>
<th>Advisor authorization (signature)</th>
<th>(printed name)</th>
<th>Date</th>
<th>Request:</th>
<th>☐ approved</th>
<th>☐ denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor authorization (signature)</td>
<td>(printed name)</td>
<td>Date</td>
<td>Request:</td>
<td>☐ approved</td>
<td>☐ denied</td>
</tr>
<tr>
<td>Chair of History (signature)</td>
<td>(printed name)</td>
<td>Date</td>
<td>Request:</td>
<td>☐ approved</td>
<td>☐ denied</td>
</tr>
<tr>
<td>Director of Graduate Studies (signature)</td>
<td>(printed name)</td>
<td>Date</td>
<td>Request:</td>
<td>☐ approved</td>
<td>☐ denied</td>
</tr>
</tbody>
</table>

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