



DEPARTMENT OF CLASSICAL & MODERN LANGUAGES & LITERATURES

TEXAS TECH
College of Arts & Sciences

Form for Official Travel Absence

This form must be approved by the department chair and submitted **30 days** prior to absence regardless of modality. TA/GPTIs must have their division supervisor's approval prior to submitting to the department chair for approval

Name: _____

Dates of Absence: _____ to _____

Purpose: _____

Contact Information During Absence (Phone, Address): _____

Course and Substitute Information:

If you teach a F2F or hybrid course and are planning to teach in synchronous Zoom/Teams OR have you students complete an alternate activity during the time you are away in the place of classroom time, please specify and what the activity will be if one is planned.

Course-Section; Day/Time:	Substitute & Phone Number or Additional Information
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I affirm that I have contacted the individuals above and they have agreed to substitute my courses during my absence and that I have provided them with the necessary plans and materials for the days when they will instruct my courses. If there will be no substitute due to the modality of the course(s), I affirm that I have been pre-approved for remote work by my supervisor and/or department chair.

Signature: _____ Date: _____

(For TA/GPTIs)
Supervisor Name & Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Upon approval by department chair, please remit to Main Office for filing.