

University of Florida College of Medicine-Jacksonville

**REQUEST FOR
ADDITIONAL MEETING & CONFERENCE LEAVE**

This form is to be used when requesting additional meeting/conference leave in excess of the normal allocation. Approval for faculty to use additional time is vested with Department Chairs. Approval for Department Chairs to use additional time is vested with the Dean.

Regular Meeting and Conference Leave Form:

1. Fill out the regular Meeting & Conference Leave Request Form
2. Obtain signatures
3. Attach copy of brochure

Request for Additional Meeting and Conference Leave:

1. Complete this form and attach items listed above
2. Obtain Chair's signature
3. Forward to Administrative Affairs

Please type or print:

Name _____

Signature _____ Date _____

Reason for request (be specific):

Number of Additional Hours Requested _____

APPROVED:

Department Chair Date _____

Dean of the Regional Campus-Jacksonville Date _____