

WSU School of Mechanical and Materials Engineering
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.
 - MME policy requires that any MME 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 MME 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 MME 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 MME 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 student's advisor and 2) the Chair of the MME Graduate Studies Committee (or in his/her absence, the School Director). If the student is unable to return by the listed return date, they must get approval for the delay by 1) the student's advisor or 2) in the advisor's absence, the Chair of the MME GSC (Cill Richards, 1-509-335-7753) or the School Director (1-509-335-8654) or notify the Graduate Program Coordinator (1-509-335-4546). Failure to do so may result in the student's pay being reduced or the assistantship terminated.
- **Teaching assistants:** Leave must be approved by 1) the instructor and 2) the student's advisor and 3) the Chair of the MME GSC (or in his/her absence, the School Director). If the student is unable to return by the listed return date, they must get approval for the delay by the Chair of the MME GSC (Cill Richards, 1-509-335-7753) or the School Director (1-509-335-8654) or notify the Graduate Program Coordinator (1-509-335-4546). Failure to do so may result in the student's pay being reduced or the assistantship terminated. It is imperative that the School 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 Chair of the MME GSC (or in his/her absence, the School Director).

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 MME GSC (signature)	(printed name)	Date	Request: <input type="checkbox"/> approved <input type="checkbox"/> denied
Chair of MME Director (signature)	(printed name)	Date	Request: <input type="checkbox"/> approved <input type="checkbox"/> denied

Please give the completed form to the Graduate Program Coordinator, Sloan 203E.