

UNIVERSITY OF HOUSTON
Department of Civil and Environmental Engineering

Trip information form*.

Name	
Dates out of office	
Destination	
Phone at destination (optional)	
Are all classes covered and how/who?	
Purpose of trip	

* This form is to be filed with the Chairman at least 24 hours before you depart on any trip that will take you away from the office for one full day or more. No permission is required for any trip, but you must file this form. Trips to which this form applies include; vacations, conferences, field research, scheduled sick time and, etc.