

Travel Notification Form  
Department of Anthropology  
University of New Mexico

This form should be completed and emailed to Jennifer George ([jgeorge2@unm.edu](mailto:jgeorge2@unm.edu)) and Les Field ([lesfield@unm.edu](mailto:lesfield@unm.edu)) if you will be absent from the University and expect to miss classes or other scheduled responsibilities during your normal work hours. It applies to the duty period of each academic year; you do not need to complete this for travel contained within school breaks (e.g., summer, semester).

Name

Beginning date of travel (month/day/year)

Ending date of travel (month/day/year)

Destination

Purpose

Name of contact in case of emergency

Phone number of contact

Missed classes

How will classes be covered or made up?