

1. ISSUED FOR: A. ☐ Official Activity B. ☐ Personal Reasons

2. To: _____ Date: _____

3. you are hereby Authorized to proceed to: _____

For the purpose as Indicated: **PLEASE CHECK APPROPRIATE PURPOSE:**

A. FOR OFFICIAL ACTIVITY PLEASE SPECIFY:

B. FOR PERSONAL REASON PLEASE SPECIFY:

4. Time of Departure from Office: _____ **AM** **PM**

5. Time of Return: _____ **AM** **PM**

6. Requested By: _____
Employee signature over printed name

7. Recommending Approval: _____
Immediate Superior

Approved: _____
HR Specialist

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