Date of Application

Employee Name       ID

Title

Department       Hire Date

Mission/Service Project Applying For

Leave to Start       Expected Date of Return

Contact Name       Contact Telephone

Type of work to be completed

Please explain why you would like to participate in a University-sponsored off-campus missions or service project:

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**All requests for missions/service leave must be accompanied by an outline of the mission/service project. Please attach outline to this application form.**

I make this request with full understanding of the [Missions and Service Leave Policy](https://messiah-employee.policystat.com/policy/7884044/latest/).

Employee Signature Date

**Leave Approvals:**

Trip Sponsor Date

Supervisor Date

Department Director Date

VP for HR & Compliance Date

(Signing for the review committee)

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| *For HR Use Only: Date Recorded in HR* |