



Institute for
Quantum Information Science
at the University of Calgary

Leave Request Form

I have read the travelling policy and submit this leave request form for participating in the following conference/workshop/school/event.

Name: _____

Period of Absence: _____

Number of Days: _____
(excluding public holiday, Saturday & Sunday)

Reason for the Absence: _____

Financial Support Required: from IQIS from other resources
(if applicable)

Contact Information during
the Absence Period: _____

Signature: _____

Date: _____

If you are a graduate student presenting at a conference: I have/haven't applied for a University of Calgary Graduate Conference Travel Grant.

I understand the IQIS travel policy and know that full reimbursement is conditional on strict adherence to this policy.

Signature: _____

* Please submit the form to the Supervisor for approval prior to travelling.

Approved by: _____

Date: _____