

**OVERSEAS COLLECTION DEVELOPMENT TRIP SUPPORT AND LEAVE AGREEMENT**

**FINANCIAL SUPPORT**

	Funding Amount	CFOP/Library Fund Number
<b>Non-Library Support</b>		
Travel		
Collections		
Sub-Total Non-Library		
<b>Library Support</b>		
Travel		
Collections (Regular)		
Collections (Grant/Endowment)		
Sub-Total Library		
<b>Other</b>		
Annual Travel Support		
Personal Contributions (for non-work travel)		
<b>Total estimated cost (USD)</b>		

**ADMINISTRATIVE SUPPORT & TRAVEL DETAIL CHECKLIST**

<b>Unit Coverage</b>		
Unit Head/Supervisor Agreement (please circle)	Yes/No	Unit Head/Supervisor Signature
<b>Ancillary Travel Plans</b>		
Buying Trip (Circle and Dates)	Yes/No	
Conference Travel (Circle and Dates)	Yes/No	
Personal Travel (Circle and Dates)	Yes/No	
Other (Circle and Dates)	Yes/No	
Total Duration of Trip		

**Approvals and Support**

These approvals are pending final approval of trip by University Library. If the trip is approved, arrangements for transfers will be coordinated between the University Library and collaborating units. No obligations will be considered pending unless the travel is approved in accordance with the University Library. The undersigned agree to provide the support detailed above pending approval of the trip.

	Signature	Signatory name (Printed)
<b>University Librarian</b>		
<b>AUL for Collections</b>		
<b>Department/Program Head</b>		
<b>Department/Program Head</b>		