



TRAVEL FORM

All GEOC represented students who plan on traveling during their contractual period shall complete this form. The scheduled date of return must be before the first scheduled organizational meeting or the first class of the assignment, whichever comes first. Students with GTA assignments whose planned travel is for the purpose of or with the possibility of any immigration proceedings are required to set an appointment date with the relevant US immigration office or consulate. There may be no fewer than 14 calendar days from that appointment to the first class or scheduled meeting of the GTA assignment.

Important: *GTA positions will not be given to students traveling with a planned return date after the first scheduled meeting or class or with fewer than 14 calendar days from their consular appointment to the first scheduled meeting or class of their assignments.*

Understanding that immigration proceedings may take longer than 14 calendar days or that unplanned and uncontrolled travel delays may occur, and to accommodate for such setbacks, obtain the necessary signatures, and arrange for a substitute instructor to cover the teaching responsibilities. The university is not responsible for monetary compensation for substitutes.

Non-appearance of the travelling student at the first scheduled meeting or class assignment will result in the formation of a work compliance committee consisting of one representative of the GEOC, the instructor of record for the GTA's course, and an administrator from the Biological Sciences department. The work compliance committee will be formed within two business days after a Biological Sciences administrator notifies the GEOC of the non-appearance. This committee may recommend action up to and including forfeiture of the GTA position for the semester.

Name _____

Signature _____ Date _____

Course assignment _____ Class start date _____

Date of appointment for immigration proceeding (please attach verification) _____

Date of departure _____ Date of return _____

Substitute instructor

Substitute in the event work is missed _____

Substitute signature _____ Date _____



WAYNE STATE UNIVERSITY
Department of Biological Sciences

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Course instructor signature _____ Date _____

Course laboratory coordinator signature _____ Date _____

Advisor/PI signature _____ Date _____

Graduate officer signature _____ Date _____