



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: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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.