



Mission Leave Application Form

Name: _____

Department/Office: _____ Extension: _____

Supervisor: _____ Extension: _____

Type of mission activity:

- University sponsored or endorsed spiritual retreats or Mission and Ministry Programs.
- Other mission or service related activities.

Date & time of mission activity: _____

Describe mission activity: _____

Supervisor approval: Yes No _____
Signature *Date*

Reason Y/N: _____

MM Office approval: Yes No _____
Signature *Date*

Reason Y/N: _____