



Middle East Technical University Northern Cyprus Campus  
**Academic Personnel Leave on Duty Form**

**Personnel on duty**

Name \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_  
 Program \_\_\_\_\_ Signature \_\_\_\_\_

**Duty requested by** (if applicable)

Name \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_  
 Program \_\_\_\_\_ Signature \_\_\_\_\_

**Description of the duty**

Tasks \_\_\_\_\_

Location (City/Country) \_\_\_\_\_

**Dates**

Departure from campus Date (DD/MM/YY) \_\_\_\_\_ Time (HH:MM) \_\_\_\_\_  
 Return to campus Date (DD/MM/YY) \_\_\_\_\_ Time (HH:MM) \_\_\_\_\_  
 Resume work at NCC on (DD/MM/YY) \_\_\_\_\_  
 Mobile phone number on duty \_\_\_\_\_

**Course work/Administrative duties** (to be filled in by the personnel on duty)

I have no classes during this period

I have classes, but have already made up/will make up on \_\_\_\_\_ (DD/MM/YY)

I have arranged with the following instructor to substitute for me

For administrators only

The following person will substitute for me during this period

**Travel expenses**

Travel ( \_\_\_\_\_ )

Hotel/guesthouse ( \_\_\_\_\_ nights)

Daily allowance ( \_\_\_\_\_ days)

Other ( \_\_\_\_\_ )

Advance payment requested \_\_\_\_\_

Source Campus Budget (Budget line: \_\_\_\_\_ )

Project (Project no: \_\_\_\_\_ )

Notes \_\_\_\_\_

**I. Approval:** Head of Academic Board

Name \_\_\_\_\_

Date (DD/MM/YY) \_\_\_\_\_

Signature \_\_\_\_\_

Notes \_\_\_\_\_

**II. Approval:** Authorizing Officer

Name \_\_\_\_\_

Date (DD/MM/YY) \_\_\_\_\_

Signature \_\_\_\_\_

**Control by** (RCS, if applicable)

Approved \_\_\_\_\_ TL \_\_\_\_\_ Budget line \_\_\_\_\_ Control by \_\_\_\_\_