

Office of Faculty Affairs
One University Drive, Camarillo, CA 93012
Office (805) 437-8485 Fax (805) 437-8814

TO: Sheila K. Grant, Associate Vice President for Faculty Affairs

SUBJECT: Request for Sabbatical Travel Support DUE TO COVID-19 IMPACT

This option to request travel support for incomplete sabbatical activities is determined on a case by case basis and is not precedence setting. **This accommodation does not extend to those granted a Difference-In-Pay (DIP) Leave for 2019-2020 and 2020-21.**

The written request should address the following :

1. If you were unable to complete some of your intended research or creative activity during your sabbatical, due to COVID-disruption, including but not limited to lack of access to research lab, research subjects, archival research, materials, performance spaces or venues, and/or;
2. Travel support amount and for which semester.

Note: This request must be received by December 17, 2021.

*All non-essential international and domestic travel is prohibited at this time and any essential travel needs the President's approval. Travel to banned states is disallowed.

I hereby request travel support to facilitate my interrupted research or creative project due to the impact of COVID-19.

NAME

DATE

EMPLOYEE ID

Semester

DEPARTMENT