**REQUEST AND AUTHORITY FOR LEAVE**

Mr. / Ms. , the foreign expert currently on duty in Liaocheng University, hereby requests permission to leave the campus of Liaocheng University for □travel □vacation □emergency leave □extension of leave from (d/m/y) to (d/m/y), and the signature means the understanding that the expert him- or herself is completely responsible for his or her own safety and welfare off the campus.

Name by neat handwriting:

Signature:

Telephone:

Email:

***For emergency contact:***

Name:

Telephone:

Email:

Place to visit during the leave:

Date of signature (d/m/y):

Dean of the host institution (signature):

Date of signature (d/m/y):

International Programs Office:

Date of signature (d/m/y):