



Foundation for Atlanta *Veterans* Education and Research

1670 CLAIRMONT ROAD (151F)
DECATUR, GEORGIA 30033
VOICE: 404.728.4856
FAX: 470.300.8490
www.faver.foundation

REQUEST FOR ADMINISTRATIVE ABSENCE ON NON-FAVER FUNDED TRAVEL

To: Foundation in Atlanta for Veterans Education and Research, Inc.

Date: _____

Name of FAVER Employee (Traveler): _____

FAVER Employee Email Address: _____

FAVER Employee Telephone Number: _____

VA R&D Approval Number: _____

Funding Sponsor: _____

Conference Title: _____

Conference Location (City / State / Country): _____

Travel Dates: _____ - _____

Attached: Copy of Invitation Program Agenda

Explain How Employee's Participation will Benefit Project/Grant (Required): _____

Signatures required:

Principal Investigator _____ Date: _____

Approved by:

FAVER Executive Director _____ Date: _____