

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN –
FLORIDA
Leader-on-Loan**

From _____ Date _____
(name of branch or interbranch council)
By: Officer _____ Title _____
Address _____ Zip _____
Phone (____) _____ E-mail _____ Date of Meeting _____
Leader Requested _____ Title _____
Address _____ Zip _____
Phone (____) _____ Fax _____ E-mail _____ Type of
Meeting: (circle one) Branch Board Interbranch Other _____
The purpose and goals of this request: _____

Other branches or groups participating in the meeting: _____

Travel is best by: (circle one) Auto Bus Air

The state pays only for mileage; the host group pays registration, meals, and lodging, if necessary.

Contact the potential Leader-on-Loan for specific topic, title, content, and date needed.

Mail four (4) completed copies of this form to the Leader-on-Loan Coordinator. The Leader-on-Loan Coordinator will retain one copy for the files and mail three to the leader requested, along with a Report of Visit Form and a travel expense voucher.

Leader's Response:

Confirms: _____
(signature of leader being requested)

Note to Leader: Keep one copy and mail others to the LOL Coordinator. The LOL coordinator will then send one copy to the branch and one to the director of finance.

Please note: if a change of plans is necessary, the Leader-on-Loan or the host group should contact the other party and inform the LOL coordinator.

The Report of Visit Form should be returned within two weeks of the visit; no payment will be made until the report and expense voucher are filed.

Send to: Janet Johnson, Leader-on-Loan Coordinator
9138 SW 213th Terrace Road
Dunellon, FL 34431-577
jwjaj@bellsouth.net