



Submitting a University Business Leave Request for Staff & Associated Travel

College of Veterinary Medicine – Revised May 2012

Staff Extramural Activities

Staff members who participate in extramural activities should continue to complete the **Staff Extramural Activity Form** located on the Office of Human Resources website at [http://www.ohr.ohio-state.edu/forms/staffextact.pdf](http://www.ohio-state.edu/forms/staffextact.pdf). Staff should complete the form, save a copy to their computer, and then submit it to their supervisor as an eLeave Business Leave request attachment.

Steps for submitting the Staff Extramural Activity Form.

1. Complete the **Staff Extramural Activity Form** and print a copy.
2. Provide a copy to your supervisor for signature/approval.
3. Scan the signed copy into a pdf and save it to your computer.
4. Login to eLeave.
5. Click on the **University Business** tab
6. Click the “New” button
7. **Enter all applicable information.**
8. **Check the reimbursement/prepayment of expenses checkbox** if you are planning on requesting the reimbursement and/or prepayment of expenses related to this activity including all travel expenses. NOTE: You are required to state the estimated travel expense amount of the activity in the expenses box which will appear after you check the box for reimbursements/prepayments.
9. **Attach the Staff Extramural Activity form** and/or any necessary documentation such as conference registrations, maps, invoices, travel estimates, etc in the “Attachments” box.
10. Submit the request for approval.
11. Logout of eLeave.

Other Staff Business Leave Requests

These activities involve your normal course of work that occurs off-site. For example: attending a seminar downtown; attending (not presenting) at a conference as part of your work that occurs out of town or off-campus, presenting locally but not for additional compensation, attending meetings off-campus, etc. **Business activities requires only the submission of a Business Leave Request**

Steps for submitting Other Business Activities.

1. Login to eLeave.
2. Click on the **University Business** tab
3. Click the “New” button
4. **Enter all applicable information.**
5. **Check the reimbursement/prepayment of expenses checkbox** if you are planning on requesting the reimbursement and/or prepayment of expenses related to this activity including all travel expenses. NOTE: You are required to state the estimated travel expense amount of the activity in the expenses box which will appear after you check the box for reimbursements/prepayments.
6. **Attach additional documentation** such as conference registrations, maps, invoices, estimates, etc in the “Attachments” box.
7. Submit the request for approval.
8. Logout of eLeave.