



Submitting a Request for Faculty External Activities & Associated Travel

Instructions for Veterinary Clinical Sciences Faculty Only

College of Veterinary Medicine – Revised May 2012

Faculty participating in external activities involving consultation, veterinary practice, and/or CE/Outreach, must complete the following steps **no later than 30 days prior to the activity**:

External Activities include the following compensated/uncompensated activities:

- All **external consultation** conducted by regular faculty (including off semesters/quarters or blocks)
- All **veterinary practice** (as defined by State Code; see the College Conflict of Commitment and Interest policy)
- All **CE and Outreach** conducted by regular faculty (including off semesters/quarters or blocks)
- **ALL EXTERNAL ACTIVITIES require completion and submission of an External Activities Form in addition to a University Business Leave Request in eLeave.**

STEPS FOR SUBMITTING REQUESTS FOR FACULTY EXTERNAL ACTIVITIES

(These steps are for VETERINARY CLINICAL SCIENCES FACULTY ONLY – All others go to page 2)

1. Complete the **Faculty External Activities (for VCS Faculty)** Form and save it to your computer.
2. **Create and send an email message** to the department chair and **attach the completed/saved form** from your computer.
3. The department chair will review the request upon receipt of the email, approve/deny the request, save it to their computer, and then send the form back to you, as an email attachment.
4. You should then **resave the Faculty External Activities** form to your computer once you receive it.
 - ✓ TIP: Create a folder such as “Business Leave” in order to keep your saved copies of the Faculty External Activity forms and any other documentation such as travel estimates, etc.
5. Login to eLeave.
6. Click on the **University Business** tab
7. Click the “New” button
8. **Enter all applicable information. Contact information is required for faculty with clinical duties.**
9. **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 Estimated Expenses box which will appear after you check the box for reimbursements/prepayments. You must also complete and attach the Travel Pre-Trip Planning worksheet.
10. **Attach the Faculty External Activities form** and/or any necessary documentation such as conference registrations, speaker agreements, maps, invoices, travel estimates, etc in the “Attachments” box.
11. Submit the request for approval.
12. Logout of eLeave.

For instructions on entering University Business Leave requests in eLeave, see “Submitting a University Business Leave Request in eLeave”