

1. From the menu, click on the **University Business Leave** tab.
2. On the University Business Leave Home page, **click on the “New” button**. This will bring up a new screen with a blank request.

New Create a new University Business Leave Request

Search Search for existing University Business Leave Requests

3. Enter your **employee ID number, phone, and email information**.

University Business Leave

Status Created, Not Submitted

Employee Information

* Employee Employee ID Name (Last,First)
 Please Enter or Lookup ID [Lookup](#)

Classification

Phone

Email

4. Enter the **Business Purpose** – this is a required brief description of your activity.

Purpose

* Business Purpose

2000 characters remaining

5. Enter the **From Date/Time** and **To Date/Time** and the **Destination(s)**.

Date(s), Location(s) & Expenses

* From Date/Time 12:00 PM

* To Date/Time 12:00 PM

* Destinations

City	State	Country	Actions
<input style="width: 90%;" type="text"/>	<input type="text"/>	United States <input type="text"/>	Add Delete

Will you be asking for approval for reimbursement or prepayment of expenses?

6. Indicate if you will be compensated for expenses by checking the box.



7. Enter the estimated expenses in the appropriate box.

8. Enter **“Additional Information”** if necessary.

Additional Information

Additional Information

2000 characters remaining

9. Enter **“Contact”** information – this is required for faculty with clinical duties at the time of their absence.

The 'Contacts' form section includes a header 'Contacts' and two main input areas. The first area is labeled 'Person responsible in my absence' and contains a single text input field. The second area is labeled 'In an emergency, I may be reached by' and contains two sub-inputs: 'Phone' and 'Email', each with its own text input field.

10. Add documentation as an **Attachment such as copies of registration forms, conferences, etc.** Click on the “Add” button and find the file on your computer. Click the “Open” button when ready.

The 'Attachments' form section features a header 'Attachments' and a large text area with a '+ Add...' button. Below this is a table titled 'Uploaded File Info' with three columns: 'File Name', 'Description', and 'Action'. The table contains one row with the file name 'Winner.doc', the description 'External Activity', and a 'Delete Attachment' button.

File Name	Description	Action
Winner.doc	External Activity	Delete Attachment

11. When prompted, **enter a description of the item being attached.**
12. **Take action** – select “Save for Later” to save a copy without submitting; select “Submit” to submit the request for approval; or select “Cancel” to cancel the action.