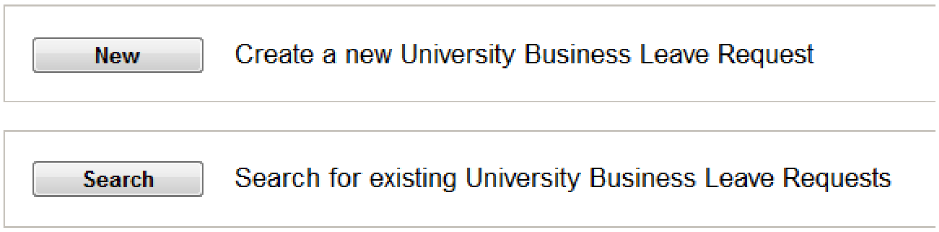
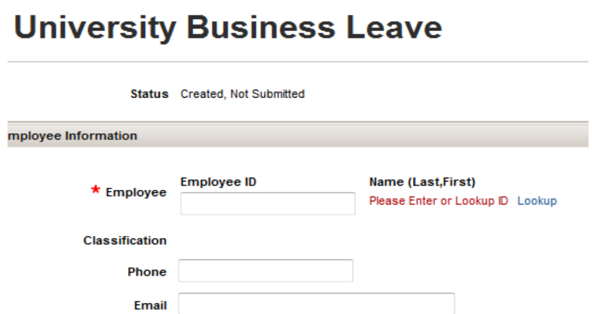
1. From the menu, click on the **University Business Leave tab**.
2. On the University Business Leave Home page, **click on the “New” button**. This will bring up a new screen with a blank request.

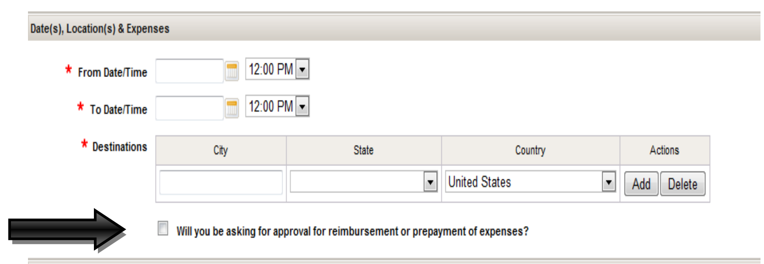


3. Enter your **employee ID number, phone, and email information**.

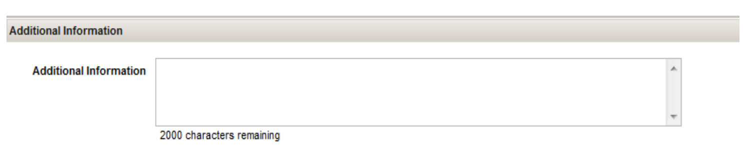


4. Enter the **Business Purpose** – this is a required brief description of your activity.

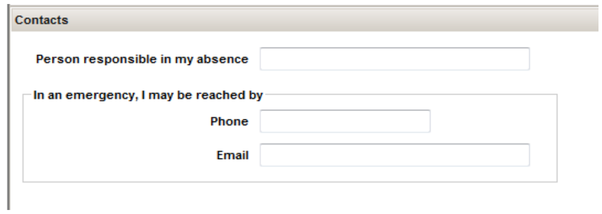
5. Enter the **From Date/Time** and **To Date/Time** and the **Destination**(s).
6. Indicate if you will be compensated for expenses by checking the box.



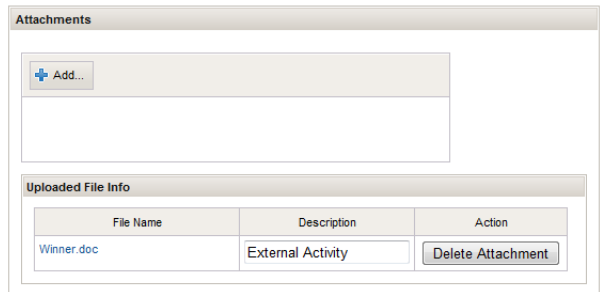
7. Enter the estimated expenses in the appropriate box.
8. Enter **“Additional Information”** if necessary.



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



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.



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.