

## Professional Leave Request Form Instructions

1. **Request** entered in Absence Management using the fillable PD form attached below, including all anticipated expenses as described below.
  - ❖ **Mileage** will be reimbursed at the Federal IRS [rate](#).
    - Rates reset each Calendar Year on January 1st
  - ❖ **Registration** Only after the leave is approved and the PO is created can the employee register for an event.
  - ❖ **Meals** per diem rate as listed on [USGSA](#). Please ensure you select the correct M&IE amount based on the city you are traveling to. If no specific rate is indicated, use the Standard Rate for the state.
    - Rates reset each Federal Fiscal Year on October 1st
    - Per Diem only applies to overnight travel requests
    - No receipts are needed for personal meal reimbursements
  - ❖ **Lodging** will be reimbursed, including taxes.
  - ❖ **Air Travel** does not include mileage to the airport. List this expense under "Other."
  - ❖ **Ground Transportation** this expense goes under "Other" (Taxi, Uber, etc).
  - ❖ **Use Vendor-specific POs When Possible** made out to the vendor (use Department PNC **only** if necessary).
  - ❖ **Comments Related to Travel for Professional Development** should include travel days in your comments to ensure coverage. This should be noted in the section above your signature.
  - ❖ **Comments related to Expenses** should include specifics of what POs need to be created (and to whom) and describe the "other" expenses.
  - ❖ **Create PD-specific POs for expenses associated with each PD form unless they are** for mileage only.
2. **Director/Supervisor**, print and sign the PD form in the provided Approval of Estimated Expenses portion. This indicates that the PD has been approved. Then, give it to the Administrative Assistant (AA). This lets the AA know it was approved.
3. **The Admin Assistant** generates all needed Reqs/POs. On the provided line, write in the PO numbers associated with the professional leave. Scan the original form and send it back to the employee. Attach POs if necessary.
4. **Registration** Once the PO is approved, the employee can register and book as indicated on the form (note timing).
  - o **NOTE: PNC card:** You need a PO # in hand to check out the PNC card from the Treasurer.
5. **Once the Event is over**, the employee fills out the actual costs, submits all receipts, and signs the form at the bottom. **Receipts must be itemized.**
6. **Supervisor signs** for approval of submitted documents/receipts.

*This process takes time, so plan accordingly.  
Do not book or register without a PO in place, the expense will not be reimbursed.  
This is guidance and does not account for all possibilities. This is subject to change as necessary.*

10/8/2024



# Professional Leave Form

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_ Total Work Days Requested: \_\_\_\_\_

Name of Professional Development/Meeting: \_\_\_\_\_

Location Name & Address: \_\_\_\_\_

Comments related to travel for Meeting: \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

.....  
**ESTIMATED COST: Must Be Completed Prior To Submission for Approval**

Any related costs, including registration may occur after approval and applicable purchase orders are created  
INPUT DOLLAR AMOUNTS ONLY

Mileage: \_\_\_\_\_  
Mileage is calculated miles driven X [IRS Rate](#)

Registration: \_\_\_\_\_

Check this box if a separate purchase order is needed for registration. Indicate Vendor for registration below

Meals: \_\_\_\_\_  
Reimbursement is calculated per diem via: [M&IE rate](#)

Lodging: \_\_\_\_\_

Other: \_\_\_\_\_

**Total:** \_\_\_\_\_

### Approval of Estimated Expenses

\_\_\_\_\_  
Supervisor Signature and Date

Comments related to Expenses:

**POs Related to Leave:** \_\_\_\_\_

.....  
**ACTUAL COST: To Be Completed After Meeting**

(Please Attach Original Itemized Receipts)

INPUT DOLLAR AMOUNTS ONLY

Mileage: \_\_\_\_\_  
Mileage is calculated miles driven X [IRS Rate](#)

Registration: \_\_\_\_\_

Meals: \_\_\_\_\_  
Reimbursement is calculated per diem via: [M&IE rate](#)

Lodging: \_\_\_\_\_

Other: \_\_\_\_\_

**Total:** \_\_\_\_\_

### Final Approval of Expenses

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor Signature and Date