

## Professional Leave Request Form Guidance

1. **Request** entered in KIOSK (<https://kiosk.mcoecn.org/>)
2. **All Professional Leaves that require reimbursement must have a new Purchase Order in place prior to registration or travel.**
  - a. **Add "PO's Needed"** to the Comments Section so your secretary knows to cover anticipated expenses as described below, include specifics of what PO's need to be created (and to who) and describe what the "other" expenses may be.
    - **Example:** "PO needed for flight, hotel on PNC card. PO to "Employee Name" for mileage, ground transportation and meals
  - b. **Use PO's to specific Vendors whenever possible** - use PNC **only** if absolutely necessary
  - c. **PNC card (from the Treasurer)-** in order to check out the PNC card from the Treasurer, you need a PO# in hand
    - **Registration Fees-** If there are any fees associated with registering for the event. Note in the Comment Section if a separate Vendor Purchase Order is needed.
    - **Lodging-** can be reimbursed with taxes if necessary
    - **Meals** -list the amount (\$40.00/day allowance) in estimate regardless of whether you think you will use it
    - **Mileage-** if leaving from home, mileage is calculated from home or from ESC whatever is shorter.
    - **Other Expenses-** Any expenses you may have while attending the event such as:
      - **Air Travel** -no mileage paid to Dayton airport
      - **Ground Transportation** Taxi, Uber, etc. this is typically only needed with air travel
3. **Director/Supervisor** -approves Professional Leave in KIOSK.
4. **Requester-** once approved print the Professional Leave form and give to the secretary. Do not sign bottom of the Professional Leave form; this is for after the event is complete. This form lets the secretary know it was approved.
5. **Secretary-** generates all Requisitions/Purchase Orders needed. Give Purchase Order(s) to person requesting Professional Leave (can scan or email).
6. **Registration-** once PO is approved, the employee can register and book as indicated on the form. Do not register for an event until you have the Purchase Order.
7. **Receipts** -need to be itemized -(no alcohol)
8. **Event is over-** employee gets the Professional Leave form back from the secretary, fills out the actual amounts spent, submits all ORIGINAL receipts, and signs the form at the bottom.
9. **Supervisor-** signs Professional Leave form approval of submitted documents/receipts.
10. **Professional Leave is submitted for reimbursement to Treasurer's Office.**

*This process takes time, 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.*

*6/23/23*

Kiosk Professional Leave Detail
Must be completed for any professional leave
Refer to Instructions or your supervisor for assistance

Professional Leave Details / Expense

Event Location (Address)

Two input fields for event location address.

City, State, and Zip Code input fields.

Vendor Location (Address)

Two input fields for vendor location address.

City, State, and Zip Code input fields.

Purpose of Leave / Leave Description

Large text area for describing the purpose of the leave.

Estimated Costs

Form for estimated costs including Registration Fees, Lodging Amount, Meals Amount, Other Expenses Amount, Mileage Rate, Mileage Amount, and Total Leave Amount.

Clear Amounts

Calculate

