

Quite often employees travel for professional purposes. That official professional travel can be recorded through the myUK portal.

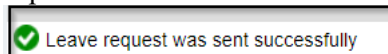
Entry

- Log into myUK and select the Employee Self Service tab.
- Select the **Create Leave Request** link.
- Select the **New** button.
- For the applicable day(s), under, Type of Leave, select **Official Prof Lv/Travel**
- Fill in the hours (keeping in mind whether the leave is for a partial or full day) and please include a note for your supervisor with additional details pertaining to the travel (location and program/conference name).

Special note for hourly employees: The hours you are submitting, via the *Create Leave Request* link, will populate your timesheet. So, please be mindful of not creating a **duplicate** accounting of the exact same hours, as work hours. If entering a partial day, then please make sure to account for the remaining hours of the day on your timesheet.

The screenshot shows a web form for recording leave. The 'Type of Leave' dropdown is set to 'OFFICIAL PROF LV/TRAVEL'. Below it, the description is 'OFFICIAL PROF LV/TRAVEL'. In the 'General Data' section, the start and end dates are both '08/05/2024'. The absence hours are set to '8'. The processor is listed as 'Susan Campbell'. A text area for 'New Note' contains the text 'Attending the Entomology Annual Conference in Dayton, OH.'

- When all entries are complete, select the **<Save and Back>** button.
- You will receive a pop-up box to review your work. If all looks correct, click **<OK>**.
- You should receive a message indicating that your data has been saved and routed to your supervisor's workflow.



Note: Remember that yellow messages are informational and not hard stops. For additional information on system messages please navigate to the college [Employee Resources](#) page.

Tip: Graduate students on a salaried stipend **should not** use this method to record professional travel.

Additional Resources

[Travel & Expense Management](#)

[Risk Management](#)

[Employee Resources](#)