

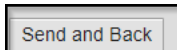
Quite often employees travel for professional purposes. That official professional travel can be recorded through the myUK portal.

### **Entry**

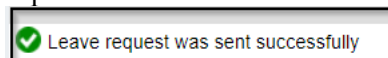
- Log into myUK and select the Employee Self Service tab.
- Select the **Create Leave Request** link.
- Select the **New** button.
- For the applicable day(s), under, Type of Leave, select **Official Prof Lv/Travel**
- Fill in the hours and, if desired, include a note for your supervisor with additional details.

**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.

- 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](#)