



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Temporary Duty Leave	
Page 1 of 1	Implementing Procedure For Policy # 6.14
Date Approved: 02/02/04	Division: Administration and Finance/Human Resources

Temporary duty leave request for workshops, seminars, and conventions must be approved by the President or the President's designee. The request should be forwarded through administrative channels for processing before the leave is to commence. Request for temporary duty leave are submitted on the Travel Approval and Reimbursement Request form.

1. The Travel Approval and Reimbursement Request for workshops, seminars, and conventions etc. should be forwarded through administrative channels to the Business Office for processing at least two (2) weeks before the leave is to commence. When total estimated expenses are over \$1,500, the College President or the President's designee approval is required two (2) weeks before the leave is to commence.

Vice President, Administration and Finance

Date

Approved by President

Date