



COLLEGE of  
CENTRAL  
FLORIDA

**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Temporary Duty Leave</b>	
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<b>Date Approved: 02/02/04</b>	<b>Division: Administration and Finance/Human Resources</b>

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