

Completing Professional Leave in Doc-E-Fil

1. Obtain prior approval from funding source.
2. Complete registration.
3. If needed, make hotel reservations.

Email approval from funding source attached

Registration confirmation attached (should document cost of registration if applicable)

Check needed? Yes _____ No _____

Amount Due _____

Date Due _____

Hotel confirmation attached (should document dates of stay and breakdown of rate)

Check needed? Yes _____ No _____

Number of Nights _____

Nightly Rate _____

Parking Fee _____

If sharing a room with another employee(s), list employee(s) name & location(s)
