

Business Leave

Employees traveling on behalf of the university are required to submit a Business Leave request by logging onto <http://busleave.osu.edu> or <http://eleave.osu.edu> and navigating to “Business Leave.” A business leave is to be submitted regardless of whether the employee is receiving university funds for the travel.

Notes:

- The request will route to your supervisor for approval;
- Business leave doesn't deduct from your leave balances (sick, vacation, comp time, etc.), or load to a timesheet;
- This eliminates use of paper leave form to obtain business leave approval.

Instructions:

1. Login to Business Leave by going to <http://busleave.osu.edu> and entering your name.# and password. The tool will load your home screen which will display “University Business Leave Request Home”.
2. Click “New”
3. Enter Business Purpose – the reason for your leave
4. Enter Start Date and Time/End Date and Time
5. Enter Destinations
6. Indicate whether or not you will be asking for approval for reimbursement or prepayment of expenses
7. Indicate the person responsible for decisions in your absence.
8. List a way to contact you in case of emergency.
9. Attach any documents you deem necessary (e.g. conference announcement)
10. Click Submit

Resources:

Resources for entering leave can be found at http://ascbsc.osu.edu/e_leave_e_time

Questions:

Contact Suzanne Mikos at mikos.2@osu.edu