



Knowledge to Go Places

Department of Clinical Sciences
Veterinary Medical Center
College of Veterinary Medicine
and Biomedical Sciences
300 West Drake Road
Fort Collins, Colorado 80523-1678
Phone: (970) 297-1274
FAX: (970) 297-1275

TO: Clinical Science Faculty and Administrative Professionals

FROM: D. Paul Lunn
Department Head

SUBJECT: Administrative Leave reporting
Travel Policy requirements

Clarification was promised at the Department Meeting on Wednesday, 8/24/05 regarding submitting leave requests and pre and post-trip travel documents. These are two distinct issues, and will be addressed separately below:

LEAVE REPORTING: it is now a requirement that the department enter all leave actions into the HR system on a monthly basis. It is therefore imperative that all faculty and administrative professionals provide this information to the main office in a timely manner. Mary Ann Valdez is working with IT staff to get this form on our website for automatic submittal to this office which will eliminate any excuse for its absence. Please submit all leave requests (sick, annual, administrative) to the department for any month, no later than the 10th of the following month. Administrative leave include such activities as attending a professional meeting, performing consultations, delivering CE outside of CSU, etc. If you are away from CSU during any work day for any of those activities identified (and potentially others), you **MUST** complete a leave request form.

OUT OF STATE TRAVEL: In order for employees to be covered by University insurance while traveling out of state, they **MUST** file a pre-trip travel authorization **NO MATTER WHO PAYS FOR THE TRAVEL**. This pre-trip authorization must be on file **PRIOR** to the employee taking the trip. No pre-trip, no insurance coverage should an accident happen. A leave request form must also be submitted for out of state business travel (under the heading of administrative leave) in conjunction with a pre-trip travel authorization.

IN STATE TRAVEL: The Department of Clinical Science has a blanket in-state travel authorization memo filed with the University travel office and the Dean's Office for the purpose of ensuring coverage by University insurance while traveling in state for all Clinical Science employees. All in-state travel can be completed on the post-trip voucher should reimbursement be required. This blanket travel authorization does not eliminate the necessity for completing a leave request, however. All faculty and staff in this department are **REQUIRED** to submit a leave authorization form **PRIOR** to business travel in state (under the heading of administrative leave).

I request all faculty support and utilize timely compliance of the initiatives listed above.