

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
Policy 6.2.2	Leave Accounting	Responsibility:	Assistant Vice President for Business Affairs

LEAVE ACCOUNTING

Personal Leave During Official Business Travel

Vacation or other personal leave days taken in conjunction with official University travel must be indicated on the PeopleSoft travel requisition and must be reported on the [Travel Voucher](#). When an employee leaves the duty point for any reason not connected with official duties, the employee must (1) show clearly on the [Travel Voucher](#) the date and hour of both departure from and return to the duty point and (2) provide a statement that the absence was for reasons not connected to official duties.

Official Business During Personal Leave

Employees away from their headquarters on personal leave who are required by the Health Science Center to travel to a duty point to conduct official business may be reimbursed for the cost of transportation to the duty point and the return to the personal leave site. A statement on the [Travel Voucher](#) that the department head required the employee to travel to the duty point is necessary.

Return to Headquarters

An employee on a business trip may return to headquarters daily or on the weekend instead of remaining at the duty point if the cost of returning to headquarters is less than or equal to the cost of remaining at the duty point.
