

## **CAFE Official Travel/Professional Leave – General Process**

At any time travel is required, for work purposes, which takes you away from your normal work location(s), it is strongly recommended that you submit a request for official travel/professional leave.

Examples include, but are not limited to:

- Attending a conference/seminar as a participant or presenter
- Leaving the state for any work-related reason
- An extension agent traveling outside his/her assigned county

This recommendation is for your protection to document your work status.