KEAN UNIVERSITY

CURRICULUM RELATED
TRAVEL NOTIFICATION FORM

Form must be submitted before end of September each year for scheduled or anticipated curriculum related travel.

Semester ____________ Year ____________ Day Trip □ Overnight Travel □

Dept./Program: ___________________________ Course/Activity ___________________________

Departure Date ___________________________ Return Date ___________________________

Destination: ____________________________________________________________

Nature of Trip: ___________________________________________________________________

ELIGIBILITY: (Criteria for student eligibility: (e.g. major, class standing, GPA, etc.) __________________________

__________________________________________________________________________

Estimated Number of Students: (1 trip advisor per 48 students for day trip/ 1 trip advisor per 25 students for overnight)

SUPERVISION: Faculty Supervisor: ___________________________ Campus Ext. _________

Home Number: ___________________________ Email: ___________________________

Others attending: (list all potential faculty/staff participants) ___________________________

__________________________________________________________________________

TRAVEL: Name of Hotel/Lodging: __________________________________________

Transportation: ☐ Bus ☐ Train ☐ Plane ☐ Student/Self ☐ Other ☐

Travel costs: Lodging ___________________________ Meals: ___________________________
(approx. - per person)(price per day x # of days)(price per day x # of days)

Transportation ___________ Registration fees ___________

FUNDING: Sources: (check all that apply): Kean funded _____ Kean grant funded _____ Student funded _____

External grant funded _____ Other external sources (describe) * ___________________________

NOTE: Compensation or benefits of any kind may not be accepted from any external source without expressed written approval by the Dean and the VP of Academic Affairs or their designees. Such approval must be indicated as an attachment to this document.

Submitted by: ___________________________ Date ___________________________

Approval: ___________________________ Date ___________________________

(Dean/Executive Director)

Approval: ___________________________ Date ___________________________

(Academic Affairs)