

**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: (approx. - per person) Lodging \_\_\_\_\_ Meals: \_\_\_\_\_  
 (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)