

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)