Kean University
Academic Travel Training

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Agenda

• Travel document statistics
• Travel Authorization Request Form
• Ethics Compliance Form
• Travel Support Application
• Student Travel Registration Forms (Day/Overnight)
• Curricular Travel Notification Form (S-1)
• Roster Form (S-2)
• Bus Trip Approval Form (S-3)
• Student Travel Authorization Form
• Expediting the process
• Q & A
Travel Document Statistics

Fiscal year '21-'22 = 404

Fiscal year '22-'23 = 838

Fiscal year '23-24 = 46

*As of 07/18/23
Travel Authorization Form

- Fund, Cost Center, Object Code
- Departure and Return Dates – Must match the dates on the Ethics Form
- Is your travel being totally paid…?
- Total Expenses – Must match expenses on the Ethics Form
- Employee Signature
- Date
- Dean’s Signature and Date
Ethics Form (Page 1)

• Complete all fields
• “Sponsor” refers to the host organization
• Is the employee presenting, speaking, or serving as a resource person in their State Capacity as representative of Kean University?
• “Agency” refers to Kean University
• The Location and Dates should match the information on the Travel Authorization Form.
Ethics Form (Page 2)

- “Agency” refers to Kean University
- “Sponsor” refers to the host organization
- There are two categories of faculty travel:
  1. Professional development: Relevant and significant scholastic paper presentations, as determined by the Dean, the maximum shall be $1,000
  2. Active participation as deemed relevant by the Dean, the maximum shall be $500
- Note any applicable additional sources of funding on the Travel Authorization Form. I.E. June resources = $1000
- Attach both the invitation letter and the agenda/description of the event.
- Check for signatures and dates
Travel Support Application

• Complete all fields
• “Type of Presentation” – Choose from the drop-down menu
• “Employee Status”
• “Title of Presentation”
• If the employee is conducting research that should be noted here. “Research” and type
• “Disciplinary history”
• Applicant Signature and date
Student Forms (S-1)

- Submit with the supervising faculty member’s travel packet
- Signatures and dates
Student Forms (S-2)

• Submit with the supervising faculty member’s travel packet

• If a student is added to or removed from the trip, the name will need to be removed from the roster prior to submitting the document to VPAA Travel
Student Forms (S-3)

• Submit with the supervising faculty member’s travel packet
• Signatures and dates
Student Form – Travel Authorization Request

- Version A (Multiple student travelers with equal travel expenses”
- “Name” - “See attached student roster”
- “Title” – “Students”

- Version B (Individual Student or Multiple Student travelers with different travel expenses)
- If travel expenses = $0 this form will also need to be filled out
- Signature and date
Expediting the process

- Submit completed documents to the Dean’s office 6 weeks in advance of your departure date
- Order of the process: Faculty/Staff - Department – Dean’s Office – VPAA Travel
- Dean’s office requests revisions from the department prior to submitting to VPAA Travel
- Note all sources of funding on the Travel Authorization Form and in the email
- Revised documents: Double check for all required signatures and dates
- Grant funded: Secure the signature from ORSP prior to the Dean’s office submitting to VPAA Travel
- Attach a separate PDF per traveler
- E-mail Subject – Jane Doe – 11.17.23 – Travel Request
- PDF label – “Doe, Jane – Kean University Conference – Travel”
- If a document is submitted under the 5-week deadline, provide a rationale for the late submission within the body of the email.
- Submit revised documents within the same email chain
- VPAA Travel will send all communication directly to the Dean’s office. This includes requests for revisions and approval completion updates
- Students are to travel with staff/faculty. If students are traveling independently, they will need to submit a waiver with the travel documents.
- All forms on the Kean Travel Manual website are current and should be used
- Forms should be typed not handwritten
- VPAA helps to organize the Honors Convocation, a portion of undergraduate and graduate commencement, and New Faculty Orientation. Please submit travel documents well in advance of these events to avoid delays. (These events occur in May and August)