

## Travel Checklist & Instructions

- Kean University policy requires all travel to be pre-approved (3 weeks prior) to travel.
- Please see manual for detailed information  
<https://www.kean.edu/offices/human-resources/travel-manual>
- No travel permitted without an approved Travel Authorization Form completed prior to travel.
- Reimbursement will not be permitted without an approved Blanket Travel number (BT).

### 1. Travel Authorization Form + Ethics Compliance Form

These forms must be completed and approved prior to travel date. Once the form is approved and BT number assigned the travelers will be reimbursed for travel. Please follow the travel flow chart for more information.

***The following information is necessary to complete the Travel Authorization request.***

- Travel Information** - Name & Purpose of Travel, Destination, Departure & Return Date
- Type of Travel** - University Related, Active Participation, Presenting, Professional Development, Insurance Purposes
- Attending** - Training, Seminar, Convention, Conference, Workshop, Research, Presentations
- Funding Source** - Cost Center number from funding source
- Estimate of Total Charges** - Airfare, Lodging, Ground Transportation, Registration Fees and other Business related fees (Pre-payment for any vendor will need vendor name, address & W-9 form)
- Certification** - Automobile insurance information when utilizing own vehicle
- Outside Source funding trip** - Information for sponsored to complete Ethics form

### 2. *Faculty ONLY please complete the Travel Support Application Form and the Request for Approval for Attendance at Event From*



Travel Criteria Form  
.PDF



Travel Check off  
List.docx

### 3. Grant Funded Form + Travel Authorization Form + Ethics Compliance Form

Grant funded travel is administered through ORSP. All 3 forms must be completed and approved prior to travel date. Please follow travel flow chart or visit ORSP website at <http://orsp.kean.edu/> for more information.

#### 4. Travel Expense Form

The Expense Reimbursement Form is required to process a reimbursement. Once the trip is completed please attach original receipts and BT number to the form. **The reimbursement deadline is 45 days after end of travel.**

*The following information is necessary to process the Travel Reimbursement Form.*

- Travel Information - Payee Name & Address, Cost Center paying for trip, - BT # assigned
- Charges Incurred - Cannot exceed estimated approve amount, must deduct any pre-payment checks made to vendors
- Approval - Supervisor approval
- Original Receipts Requirement
  - Airfare: Original Reservation + boarding pass
  - Lodging: Original receipts
  - Ground Transportation: taxi, tolls, parking = original receipts
  - Registration Fees
  - Other expenses

*\*\*Example of receipts: credit card statement, e-z pass statements, original receipt from vendor*
- Authorized Reimbursement Rates
  - Transportation – University business private automobile  
.31 cents per mile **(no receipts required)**
  - Tolls (original receipts required)
  - Meals

Breakfast	\$ 8.00
Lunch	\$ 8.00
Dinner	<u>\$ 20.00</u>
TOTAL	\$ 36.00 per day <b>(no receipts required)</b>

#### Note

\*\* If reimbursement charges are higher than approve amount please submit memo to Vice President Andrew Brannen with explanation for consideration and include a copy for your original Request for Travel Authorization. Forward travel expense voucher + original receipts to Accounts Payable in the Administration Building, 2<sup>nd</sup> floor for reimbursement.