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KEAN
UNIVERSITY

TRAVEL MANUAL

**KEAN UNIVERSITY
FACULTY/STAFF/NON-EMPLOYEES TRAVEL MANUAL**

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**KEAN UNIVERSITY
FACULTY/STAFF/NON-EMPLOYEES TRAVEL MANUAL**

In accordance with the Kean University BOT's directive to implement Travel Policy Guidelines for University Employees, the following policies, procedures and regulations are issued for the guidance of officials and employees of the University who are traveling on official business for the University and who expect to be reimbursed for the charges incurred in such travel. ***The policies, procedures and regulations contained in this manual are subject to change.*** Any changes made to this manual will be included in the version appearing on Kean University's web page. Since this manual is subject to change, it is the employee's and/or official's responsibility to refer to the current version and to be knowledgeable of the revised policies, procedures and regulations.

The electronic version of this handbook is available on Kean University's web page.

<https://www.kean.edu/offices/human-resources/travel-manual>

I. EMPLOYEE TRAVEL

A. GENERAL

1. Introduction

Official, Faculty/Staff employees traveling on official University business are expected to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary travel and other expenses will not be approved or reimbursed. Expenditures for official travel are reimbursable only if they are incurred in accordance with these policies, procedures and regulations. ***These policies, procedures and regulations apply to all *employees and other persons who are expressly authorized, regardless of fund source, to travel on behalf of Kean University in accordance with N.J.S.A.18A:64-1 et seq.***

Travel forms must be submitted in full for approval prior to travel regardless of funding requests.

2. Purpose

The purpose of this manual is to provide guidelines to Kean University Faculty/Staff employees (referred to as University Employees) relating to the expenditures of institutional funds on travel regardless of source. The University encourages its employees to engage in a variety of scholarly and learning experiences through attendance at meetings, seminars, and training

programs designed to meet the goals and objectives of the University. Any travel related to these activities must follow the provisions of this manual. This manual sets forth the requirements, including rules, regulations, provisions, policies, procedures, conditions, and expectations that shall govern and apply in the areas of University Conference Travel, External Grant Funds, Staff Training, Seminars, Personal Funds and Outside Source Funding.

3. Policies

Officials and employees traveling on official University business are expected to use the most economical modes of travel, including the use of discounted and special rate fares.

All requests for travel reimbursement for presentations, conferences, conventions, off-campus staff training and seminars must be pre-approved by the Dean, Department Chair/Executive Director, Academic Dean, Division Vice President, Vice President for Administration and Finance and the Ethics Liaison Officer. Such requests must be provided with ample time (3 weeks) in order to ensure that the most economical routing is being utilized.

No reimbursement is permitted without advance written authorization.

All travel outside the 48 contiguous U.S. states must be approved by the President of the University.

- Submission of travel paperwork does not guarantee approval for attendance of a trip or activity
- Paperwork approved by one section of the University Approvals line on the Travel Authorization Request does not reflect approval by all other signatures on the travel form
- Any documents which have to be returned or updated are not considered submitted in full
- International travel requests, and requests involving buses will require additional time
- Individuals traveling to the same event must submit all travel paperwork as one complete packet

Deans, Department Chairs/Executive Directors are responsible for administering travel budgets and ensuring full compliance with the provisions of these travel policies, procedures and regulations. The Vice President for Administration and Finance reserves the right to amend these regulations as conditions warrant and may establish differential funds as deemed necessary and may also waive or grant exception to any provision of these regulations under special, unique or emergency circumstances.

Prior to traveling all University employees must complete a Travel Authorization Request Form (**Form A**). The form must be completed with cost center and appropriate signatures before travel date in order to receive a Blanket Travel Number ("BT number"). The BT number serves as the blanket purchase order. **Employees are no longer required to enter a requisition for any part of their trip.** Once the BT number has been assigned,

the employees can verify how much they were approved for by entering the BT number in *Ellucian* (BINQ).

All University employees who have not fulfilled their University obligations will not be approved for travel. These obligations include: completing faculty activity reports, attending all mandatory university events, including training, fulfilling obligations for advisement, office hours, submitting grades in a timely manner, syllabi, etc. as required

Failure to receive the required approvals before the travel date may result in financial liability and legal risk for the employee due to unauthorized travel under University policies, procedures and regulations. Also, such failure may violate the State's ethics laws and regulations for attendance at events held off-campus.

4. Compliance with State and Federal Laws and Regulations

When traveling on official University business, **all University employees** shall comply with all applicable State and Federal laws and regulations, including but not limited to, the New Jersey Conflicts of Interest Law and other State ethics laws and regulations.

B. CATEGORY

University employees traveling under any of the following categories must also complete the Travel Support Application (**Form E**), **regardless of funding request.**

University-Initiated Travel

When travel is **required** by the academic unit, college or the Division of Academic Affairs for reasons of accreditation, certification, curricular, partnership development, or as deemed necessary.

Active Participation/Professional Presentation

When travel is to (a) make a presentation that is not considered in the field a research/scholarly presentation, e.g., offering perspectives, discussing issues, sharing experiences, etc., (b) chair a panel, (c) moderate a session, or (d) serve on an executive committee, etc.

Research/Scholarship/Creative Presentation

This activity consists of original contributions to the field, which fits within the academic discipline's definition of what constitutes research, scholarship or creative works. Presentations/performance in this category is to be at peer-reviewed venues and at a level that could lead to peer-reviewed publications.

Assessment/Accreditation Purposes

Individuals or programs citing accreditation purposes as the rationale for traveling must submit supporting documentation. Documentation must show participation/attendance is a requirement for accreditation purposes.

Individuals or programs citing accreditation purposes as the rationale for traveling for training or educational purposes must include a statement to this regard.

Insurance Coverage

University employees conducting official business during working hours off campus must complete a Travel Authorization Request form (**Form A**) and Ethics Compliance form (**Form C**). Employees' insurance coverage will only be in effect after all approvals and blanket travel numbers have been assigned. Faculty please accommodate for class coverage.

TYPES OF TRAVEL

1. Training, Seminars & Workshops

Training and Seminars include all scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility. The programs are designed to bring about behavioral change, knowledge, skills, and/or attitudes applicable to their position within the University. Upon satisfactory completion of the training, the employee would receive certification in proficiency, CPE credits or other certificates.

2. Conventions and Conference

Conventions and Conferences are distinct from formal training and seminars, although some training may take place at such events. These events are general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to State government operations.

3. Regular University Business – Mileage

Regular University business constitutes all official business travel that is directly a part of an employee's normal job responsibilities. Some examples include an employee who is managing a booth or giving a presentation and is not an attendee of the event or an employee who is recruiting or performing outside field work within the specifications of his/her job description.

Regular University business travel does not need a Travel Authorization Request form. Travel Authorization Request forms are only needed for section **C1 and C2** and other travel that is not part of the normal job responsibilities. The employee will enter a requisition into *Ellucian*, and the Procurement and Business Services Department will assign a purchase order number. If employees are being reimbursed for mileage, a requisition for the fiscal year should be entered with an estimate of the amount to be reimbursed. In that instance, Procurement and Business Services Department can assign a blanket purchase order valid for the entire year. Although a Travel Authorization Request form is not required, each employee or official must complete the Ethics Compliance Form (**Form C**) and return to the Ethics Liaison Officer for approval prior to the travel date.

D. FUNDING SOURCES AND APPROVALS FOR TRAVEL

- a. *There are two categories of **faculty travel** for professional development:*
 - I. *For cases involving relevant and significant scholastic paper presentations, as determined by the Dean, the maximum shall be \$1,000*
 - II. *For “active participation”, as deemed relevant by the Dean, the maximum shall be \$500.*
- b. *Faculty members traveling while they are scheduled to teach may not miss the equivalent of more than one day of classes per trip and must arrange travel schedules accordingly (**any exceptions to this rule must be approved by the Provost/VPAA**).*

1. Funding Limitations

All travel must be within the amount(s) budgeted for travel. Currently all travel reimbursement is **limited to \$1,000** with the exception of external grant-funded travel.

2. University/Department Funded

Kean University employees utilizing department funds must comply with the policies and procedures set forth in this manual. Employees must complete the Travel Authorization Request form (**Form A**) and enter the cost center for the department funding the travel. Deans and Department Chairs/Executive Directors are responsible for the travel funds within their perspective department.

Once approved, the Travel Authorization Request form is forwarded to the Division Vice President, Vice President for Administration and Finance, and the Ethics Liaison Officer. The Travel Authorization Request form must be submitted for approval in ample time (**3 weeks**) prior to the proposed travel date.

3. External Grant Funded

Kean University employees utilizing external grant funds must comply with the policies, procedures and regulations set forth in this manual. Employees must complete the Travel Authorization Request form (**Form A**) and Grant Funded Travel form found on the Kean web site. In addition to department heads signatures, the employee must receive prior approval from the Grants Officer in order to establish that all anticipated travel costs will be allowable for reimbursement in accordance with the grant/contract terms.

Once the Grants Officer reviews and approves, the Travel Request Authorization form is forwarded to the Division Vice President, Executive Vice President of Operations and the Ethics Liaison Officer. The Travel Authorization Request form must be submitted for approval in ample (**3 weeks**) time prior to the proposed travel date.

4. Outside Source Funded

Kean University employees involved in any type of travel sponsored by a private organization must complete a Travel Authorization Request form even though they are not requesting reimbursement from the University. In addition, an Ethics Compliance form must be completed and can be found on the Kean web site. The Ethics Liaison Officer must review all travel and

determine if the organization is in compliance with the code of Ethics standards as they apply to NJ State Employees.

5. Personal Funds

Kean University employees traveling on official University business during regular scheduled hours using personal funds **are required to complete a Travel Authorization Request form**. Personal funds shall mean funds that are out of pocket expenses. Even though the travel is fully funded by the employee, the University must be notified before date of travel. If a faculty member is scheduled to teach, proper arrangements must be made in advance. Employees will be covered under Kean's insurance policy as long as they complete the form before the travel date.

E. TRAVEL METHODS

1. Definition of Transportation

When used in these guidelines, the term "transportation" is meant to include necessary official travel on railroads, airlines, buses, taxicabs, rental cars and other usual means of transportation.

2. Routing of Travel

- **All Travel shall be by the most direct, economical and usually traveled route.** Travel by other routes is allowed when official necessity is satisfactorily established in advance of such travel.
- ***In case a person travels by an indirect route for his own personal convenience, the extra expense shall be borne by the individual.***
- ***Reimbursement shall be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most direct, economical and usually traveled route.***

3. Air, Rail, and Hotel accommodations:

Kean University entered into an agreement with **Direct Travel/Concur** for **ALL** university related business travel. *Business travel includes: air, rail, and hotel accommodations. This online booking tool will enable the user to book travel related expenses once a BT # has been assigned. NO reservation eligible for reimbursement will be made without a valid BT#.* Step-by-step instructions will follow once your BT# is issued via email, or you may contact

Procurement and Business Services for additional information, questions, or concerns @ x75054 or 908-737-5054.

Contact information for Direct Travel is as follows:

1-866-492-9840 or email at keantravel@dt.com (available 24/7)

NOTE: You may use your own credit card for University travel purchases; however, in order to be considered for reimbursement, you must provide the BT# when submitting original receipts and passenger coupon.

When using the online booking tool, charges will automatically charge to the University account. Travelers may include their personal mileage programs located in the individual profile setting, in order to continue to get the benefits associated with their personal mileage program.

Direct Travel/Concur allows the user to use their personal credit card when booking personal travel arrangements.

4. Ground Travel Options

Necessary travel to and from airports and downtown areas shall be confined to the lowest cost modes of transportation available. Lyft and UBER are acceptable alternatives.

The rental of a stretch limousine/black car service and or rental of sedans, and SUV's is **not** authorized, nor reimbursable unless several travelers are sharing the expense, which proves to be less expensive than other available alternatives.

Car rentals, either utilized for airport transportation or transportation at a conference, convention etc., unless absolutely necessary for the conduct of University business, are not reimbursable.

Justification must accompany any request for car rentals. If approved by the employee's Division Vice President, the most economical scheduling or car rental is to be used, including the use of subcompact cars, discounted and special rates.

Booking Field Trips

- Our Students:
 - Academic Field Trips may include but are not limited to, curriculum related activities, conferences, research, and academic related events.
- External Students
 - Any activity in which a student from outside of the university is being put onto a Kean University funded busing will require a Kean University Faculty or full-time staff member in attendance
 - Groups or departments sponsoring students are responsible for obtaining copies of proper release forms for students
- All activities in which a student will be riding in a bus or van for a Kean sanctioned activity must submit all proper paperwork for a field trip prior to booking or securing a bus. Programs requesting a bus or van paid through purchasing must buffer at least three weeks additional time to any travel request. Offices searching for summer busing should submit all paperwork for faculty, staff, and students at least two months in advance. Paperwork cannot be routed until all forms have been completed in their entirety.

5. Transportation by Personal Vehicle (Mileage Basis)

Mileage in lieu of all actual expenses of transportation is allowed when an employee traveling by his/her own automobile on official business. The allowable mileage rate is currently .35 cents per mile. Parking and toll charges are allowed in addition to mileage allowance.

Students are not permitted to travel with faculty or staff in their personal vehicles.

The University insures its vehicles under a Comprehensive Automobile Liability Policy. This policy contains a blanket non-ownership endorsement whereby

coverage is extended to privately owned vehicles used in the business of the State to the extent that these limits exceed private liability coverage.

When an employee uses their own personal auto for official business, they should be aware that the employee's auto insurance is primary. The State's auto liability program is secondary or excess of the employee's auto insurance. The State does not cover any physical damage to an employee's auto, nor will it reimburse collision or comprehensive deductibles.

F. OFFICIAL STATION

1. Definition

The "Official Station" is defined by University regulations as the office provided by the University to which the employee is regularly assigned. No transportation costs are allowed between the employee's official station and place of residence, including travel on weekends and holidays.

For university employees the Union Campus of Kean University is our official station.

2. Guidelines

Mileage expense must be pre-approved and then only from Kean (official station) to the destination and return back to Kean, (i.e., when leaving from home, the normal daily commute to Kean must be deducted from the overall mileage calculated).

If an employee travels from the University to another assignment, he or she will be reimbursed for the mileage from the University to the temporary assignment. However, it must be so stated on the Travel Reimbursement Form that the employee left for the trip from Kean University.

Travel on non-scheduled workdays or holidays to anywhere other than the official station is reimbursable from the employee's home with prior authorization from Vice President for Administration and Finance.

When an employee is temporarily assigned to another area, or is on daily travel on University business and leaves from home to the temporary assignment, he/she will only be reimbursed for the difference between the cost of traveling from his/her residence to the University and the temporary assignment. On trips from home, the notation "HOME STATION" should be noted next to the date of each of such trips. Reimbursement will only be made if the total cost of travel exceeds the regular traveling cost from home to the University.

Example:

An employee lives in Rahway, NJ, which is approximately 10 miles south of Kean University and is traveling to Trenton which is approximately 40 miles south of Rahway:

Official Stations:	Kean University
Normal Travel from home to University:	10 miles each way or 20 round trip
Rahway to Trenton and return to Rahway Total miles	100
Normal Commute	20
Reimbursable Mileage	80

G. MEAL ALLOWANCE

1. Guidelines

- a. Employees on trips, which do not involve overnight lodging, will only be reimbursed for allowable transportation costs.
Mileage Rate – current allowable rate associated with the use of a private automobile used for official University business is .35 cents per mile.

- b. Per-Diem Meal Allowances Limited to:
When attending a convention, conference, staff training seminars and for trips in excess of 24-hour periods requiring overnight lodging (including situation in which a package agreement includes lodging and meals as an integral part of the scheduled activities), the allowable per diem reimbursement is limited to actual reasonable expenditures. No receipts required for any of the three meals. The maximum allowable reimbursements for meals are as follows:

Breakfast \$8.00	Lunch \$8.00	Dinner \$20.00	TOTAL \$36.00 per day
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2. Exceptions to Guidelines

In any case in which the total per diem reimbursement exceed the current allowable rates, the requesting employee must obtain prior written approval for the higher reimbursement rate from the Division Vice President/Dean and Vice President for Administration and Finance. Detailed justification for the higher rates must accompany the Travel Authorization Request form. **Only under extraordinary circumstances will a request for higher rates be approved.**

3. Official Luncheon or Dinner

Reimbursement is approved for the cost of an official luncheon or dinner which an employee is authorized by his/her dean or department head to attend, where such meal is scheduled as an integral part of an official proceeding or program related to University business and the employee's responsibilities. In the event an outside source will be reimbursing the cost of the employee's lunch or dinner, the employee shall complete the Ethic Compliance form (**Form C**) and receive prior written approval from the Ethics Liaison Officer.

H. REIMBURSABLE EXPENSES

1. Definition

- a. Allowable travel expenses are confined to those which are essential to transacting the official business of the University. Only necessary expenses incidental to the ordinary comforts of a traveler in the performance of such official duties may be reimbursed. Expenses for laundry, valet service, entertainment, recreation and others of similar nature are considered personal charges and shall not be reimbursed.

- b. Reimbursement for tips, gratuities and similar fees, other than for meals, may be permitted, provided that amounts paid are within normally acknowledged standards.

[Cell Phone Policy](#)

Usage of a Kean University issued cellular device for international travel see conditions outlined by OCIS.

[Cell Phone Travel Authorization Request Form](#)

2. Examples

Expenses that are commonly reimbursable by the University to the traveler include:

- Air Freight/overnight delivery parking
- Charges for telephone calls for business related activities
- Charges for telephone calls for facsimile/computer services
- Tips (within a reasonable 15-20% range)
- Car rental insurance (pre-approval for rental is required)

I. NON-REIMBURSABLE EXPENSES

1. Definition

Any expense not referenced within the contents of the travel manual as allowable **is not reimbursable** by the University.

Expense categories that were not previously listed on the Travel Reimbursement Form will **not** be reimbursed.

2. Examples

Expenses that are **not** reimbursable by the University include, but not limited to:

- Alcoholic beverages
- Spouse or family members' travel costs
- Telephone calls, cell phone and internet usage non business related
- Lost/stolen cash or personal property
- In-room movies
- Meals for one-day trips not including overnight lodging Normal noon-day lunch
- Trip/flight insurance
- Personal items and services (e.g. toiletries, luggage, clothes, haircuts, shoeshine, etc.)
- Laundry/dry cleaning
- Golf and recreational entertainment/sightseeing
- Meals included in the cost of airfare/registration fees
- Repairs, towing services, car wash, etc.
- Cancellation and flight change fees for non-business or non-emergency situations
- Passports
- Child care
- Time Share
- Sales Tax

J. BLANKET AUTHORIZATIONS

1. Blanket Travel Numbers

A blanket travel number (“BT number”) is a blanket purchase order entered by the Office of Procurement and Business Services after all appropriate approvals have been provided on the Travel Authorization Request form. A BT number notifies the employee that they have been approved to travel and the amount of funds they are guaranteed to be reimbursed.

A BT number is also accepted to confirmed reservations for registration, hotel, air travel, training courses, etc.

2. Blanket Purchase Order

A Blanket Purchase Order (“BPO”) is assigned by Procurement and Business Services Department after a requisition has been entered into *Ellucian*.

A BPO is assigned to mileage reimbursement and other job related expenses. Employees assigned a BPO can utilize the same BPO for the entire fiscal year.

K. DOCUMENTATION REQUIREMENTS FOR REIMBURSEMENT

1. Guidelines

The travel expense voucher, accompanied with all necessary receipts, must be completed by the employee to document the details of the travel event. The Travel Reimbursement Form must be signed by the employee to certify to the validity of the charge(s) for which reimbursement is sought. The form must also bear the signatures of the supervisor responsible to approve the form for processing.

2. Travel Reimbursement Form

When the employee returns from the conference, he or she has **45 days**, to submit the Travel Reimbursement Form (**Form B**) to Accounts Payable for processing.

3. Recurring University Business Travel

At the beginning of each fiscal year, a requisition should be entered for a blanket purchase order (BPO) with an estimate of the reimbursement amount for the year. **If you travel on a regular basis as part of your position’s requirements, you are required to submit for reimbursement no later than 30 days from the end of each semester.** Accounts Payable will review the invoice for conformity to the regulations and process the monthly payment after verification.

4. The Pre-Payment Check Request

The Pre-Payment (**Form D**) allows direct payment to the vendor before the event. An examples of an item that can be pre-paid is a conference registration. Attach confirmation or reservations to the form. This form can be included along with the Travel Authorization Request form in order to process the travel request as soon as a BT number has been assigned.

L. TRAVEL AUTHORIZATION WITHOUT REIMBURSEMENT

University personnel planning to attend a conference or an event without using Kean University funds or grant funds held by the University may do so, provided the employee receives the appropriate approvals in advance.

1. Approvals

The employee is responsible for completing the appropriate forms before the travel date. The Travel Authorization Request (**Form A**) must be completed

along with the Ethics Compliance **(Form C)** if an outside source is funding the travel. The forms can be found in the employee's department and the Kean University website.

2. Insurance Coverage

In the event of an accident while on authorized travel, personnel are covered by Workers Compensation and other benefits. Employee must complete forms if travel is taking place during regular work hours.

M. PART-TIME/ACADEMIC SPECIALISTS

Subject to all guidelines, rules and restrictions as full time employees. All travel requests must be reviewed and approved prior to travel.

N. ATHLETIC/TEAM TRAVEL

All hotel accommodations or anticipated arrangements required should to be made through Direct Travel/Concur based on the projected date(s) of once the schedule of games is established. This will allow for enough time to secure the accommodation, and will expedite the process if any other additional information needed.

O. TRAVEL REIMBURSEMENT FOR NON-EMPLOYEES

1. Prospective Employee

a. Eligibility

Prospective employees who are invited for Faculty, Dean or Cabinet-level position interviews are eligible for reimbursement for travel expenses. Approval to invite a prospective professional employee may be authorized by the Vice President for Administration and Finance or the Provost/VP Academic Affairs.

b. Approval

Each College will be assigned a BT number for the fiscal year. The candidate must pay out of pocket expenses and submit all original receipts for reimbursement consideration. All documentation must be attached to a Travel Reimbursement Form **(Form B)** including the assigned BT. The Travel Reimbursement Form must be signed by the Department Chair, Dean, Provost/VP Academic Affairs and the Vice President for Administration and Finance.

c. Reimbursement

Prospective employees shall submit a Travel Reimbursement Form **(Form B)** completed with candidates name, address, social security number and with original receipts. The Travel Reimbursement Form will be submitted to accounts payable for reimbursement based on Kean University Travel manual guidelines.

II. STUDENT TRAVEL

1. Student Travelearn and Study Abroad Programs

All University students participating in Travelearn and Study Abroad Programs shall pay for all of their travel expenses. The University's Travelearn and Study Abroad Programs are administered by the Center for International Studies.

2. Other Student Travel

Student group travel – One (1) Travel Authorization Request (**Form A**) and Travel-Prepayment Check Request Form (**Form D**) will need to be completed, attached with a name list of students. The Travel Authorization Request form must be submitted for approval in ample time (*3 weeks*) prior to the proposed travel date before a BST (Blanket Student Travel) will be issued. Students traveling with Faculty members will need to follow the same procedures as employees.; except no Ethics form required for students.

3. International Student Travel

- All faculty traveling with students internationally must check-in with the Center for International Studies prior to completing full travel paperwork
- Applications are due 2 months in advance for international travel with students for research, and or exchanges
- Faculty traveling with students for a research project must submit a full outline of the research project with their applications.
- TravelLearn applications are to follow the time-line set forth by the Center for International Studies
- Faculty and staff traveling should be aware of and follow the Emergency Management Plan should any emergencies relating to the EMP occur while traveling. For questions contact the Center for International Studies.

<https://www.kean.edu/offices/university-police/emergency-management>