



## Travel Check off List

- Travel **must** be submitted in **PDF format** to the Provost Office (vpaa@kean.edu) subject line must read: Travel Request for: (Travelers last name).
- Travel request form must be completely filled out. All required signatures **MUST** be on the form prior to sending it the Provost Office and cost center **MUST** be indicated.
- If the traveler is a full time faculty a printed schedule from (KeanWise) needs to be provided along with class coverage during the days of travel.
- MUST** include a Travel Criteria Form and Travel Support Application if travel is grant funded also need to include the Grant Funded Travel Form. (*documents are all posted on line*)
- Invitation, Agenda and backup information on event attending.
- Signed Ethics Form.
- Rationale on any travel for three days and rationale for members accompanying travel.
- Any Managers, Directors, and Deans also need to provide coverage for their office.

*Please note:*

*Travel request must be submitted 3 weeks in advance of travel date.*

*Student travel must include a faculty or staff supervisor*

*No staff member is authorized to sign form on behalf of Dean or Executive Director.*

*Professional memberships will not be compensated by the University.*

*Grant Funded travel must be signed by OSRP Director prior to Dr. Toney*

**\*\*\*IMPORTANT:** *It is the responsibility of the requestor to ensure that all documents and supporting information are included before submission. If travel package is not complete with all required documents listed above it will be returned without consideration of review by Provost. Travel request will be acknowledged as received only if it is complete.*