

## Travel Checklist & Instructions

- Kean University policy requires all travel to be pre-approved (3 weeks prior) to travel.
- Please see manual for detailed information <http://www.kean.edu/KU/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, etc)
- Attending**  
(Training, Seminar, Convention, Conference, Workshop, Research, Presentations, etc)
- 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)

**\*\*Faculty ONLY please complete the Travel Support Application Form.**

### **2. 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.

### 3. Travel Expense Form

The Expense Reimbursement Form is required for 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 number 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 Executive VP, Philip Connelly with explanation for consideration. Forward travel expense voucher + original receipts to Accounts Payable in the Administration Building, 2<sup>nd</sup> floor for reimbursement.

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

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

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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 through the Office of Financial Services and Kean University's web page. <http://www.kean.edu/KU/Travel-Manual>

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### 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.***

*\*see table of contents re: part-time and or academic specialist requirements*

##### 2. Purpose

The purpose of this manual is to provide guidelines to Kean University Faculty/Staff employees (will be 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 to meet the objectives of the University. 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, Executive Vice President of Operations and the Ethics Liaison Officer. Such requests must be provided with ample time (3 weeks) in order to ensure 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.***

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 Executive Vice President of Operations reserves the right to amend these regulations as conditions warrant and may establish differential funds as deem 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 triplicate form**). The forms 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 see how much they were approved for by entering the BT number in the colleague system.

*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.***

a. Accumulation of air/rail/hotel/credit card point programs or other incentive programs are not approved expenditures for official travel and are not reimbursable.

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).

**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) present a talk 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.



### **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.

## **C. 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 so that individuals can perform to organization requirements. Upon satisfactory completion of the training, the employee would receive certification in proficiency, CPE credits or other certificates.

### **2. Conventions and Conferences**

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 colleague and the Department of Purchasing 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 or the amount to be reimbursed. In that instance, Purchasing can assign a blanket purchase order that is valid for the entire year. Although a Travel Authorization Request form is not required, each employee or official shall be required to 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 my 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, 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, Executive Vice President 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.

Before travel can be authorized and given a BT number, all required signatures must be obtained. See policy A. 3.

[A detailed step-by-step travel process explanation can be found in the travel grid located at the end of the manual. See page 21](#)

### 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.

[A detailed step-by-step travel process explanation can be found in the travel grid located at the end of the manual. See page 21](#)

### 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.

[A detailed step-by-step travel process explanation can be found in the travel grid located at the end of the manual. See page 21](#)

### 5. Personal Funds

Kean University employees traveling on official University business during regular schedule 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.

[A detailed step-by-step travel process explanation can be found in the travel grid located at the end of the manual.](#)

## 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 and Rail Travel

Currently the University has an arrangement with Jade Travel doing business as **Current Travel at 908-737-0500**. **Lynn Current** handles the universities air/rail travel bookings. ***You may use your own credit card for travel purchases; however original receipts and passenger coupon must be submitted for reimbursement considerations.***

**NOTE:\*\*\*\***If you choose, you may use your own credit card to ensure the lowest fare, however reimbursement is not guaranteed until all approvals and BT number is assigned on the Travel Authorization Request form.

### 4. Ground Travel Options

Necessary taxicab charges are permitted. However, travel to and from airports and downtown areas shall be confined to **regularly scheduled shuttle service**, whenever such service is less costly than a taxicab. If shuttle service between the airport and downtown destination is not available, alternative low cost modes of transportation shall be used.

The rental of a stretch limousine/black car service and or rental of sedans, and SUV's is **not** authorized or reimbursable unless several travelers are sharing the expense, which proves to be less expensive than taxicabs, scheduled shuttle service or the use of a personally-owned vehicle.

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.

#### 5. Transportation by Personal Vehicle (Mileage Basis)

Mileage in lieu of all actual expenses of transportation is allowed when an employee traveling by his own automobile on official business. The allowable mileage rate is currently .31 cents per mile. Parking and toll charges are allowed in addition to mileage allowance.

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 employees' auto insurance is primary. The State's auto liability program is secondary or excess of the employees' auto insurance. The State does not cover any physical damage to an employees' auto, nor will it reimburse collision or comprehensive deductibles.

#### 6. Transportation by University-Owned Vehicles

- a. University-owned vehicles shall be operated by employees possessing a valid driver's license. The request for the use of University vehicle is to be made by contacting the Office of the Director of Facilities, Ext.

x7-5000. **If a vehicle is available**, a reservation form will be completed and confirmed over the telephone. All vehicles will be picked up at the Garage in the Maintenance Warehouse Building, between the hours of 9am and 330pm. At the time of pick up, the employee will be required to sign a Vehicle Reservation Form before release of the University vehicle.

- b. Operators of University-owned vehicles are personally responsible for vehicles assigned to, or operated by them. If damages result through negligence, misuse or abuse, the operator may be charged for such damages and may be subject to further course of action by the University.
- c. Fines for parking, toll or traffic violations, including overtime parking, shall be paid by the operator of the vehicle responsible for the violation. Fines are not reimbursed by the University.
- d. Employees driving University owned vehicles must obtain gasoline and other authorized services from facilities. University provided credit cards are to be used in emergency situations and for the purchase of gasoline, oil, tire changes and vehicle repairs only.
- e. Where transportation is by University owned vehicle, parking fees, parking meter and toll expenses are reimbursable.

## **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 employees of the university, 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 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 the Executive Vice President of Operations prior authorization.

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 your 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 and meal allowance where overtime is involved.

Mileage Rate – current allowable rate associated with the use of a private automobile used for official University business is .31 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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Reimbursement is approved for the full cost of an official convention meal which the employee attends when such meal is scheduled as an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the allowance for said meal or meals (see above) is to be deducted from the per diem subsistence allowance.

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 Executive Vice President of Operations. 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. Meal Allowances for Overtime Work

When an employee is assigned hours of work beyond the normal work day and performs at least three (3) such additional hours of work which are otherwise not compensated for at premium rates on either a cash or compensatory time basis, then such employees may be provided the meal allowances as stated below.

Breakfast \$2.50	Noon Day Lunch \$3.50	Dinner \$7.50	Midnight Breakfast \$2.50
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4. Official Luncheon or Dinner

Reimbursement is approved for the cost of an official luncheon or dinner which an employee is authorized by his 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 luncheon 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 the 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 and amounts paid are within normally acknowledged standards.
- c. Reimbursement for sales authorized within the approved allowances. Under normal conditions, employees traveling on official University business shall provide themselves with sufficient funds of their own for all current expenses. Only the necessary expenses, e.g., transportation, meals lodging, registration for seminars, conferences and conventions will be reimbursed.

## 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
- Facsimile/computer services
- Tips (within a reasonable 15%-20% range)
- Car rental insurance (pre-approval for car rental has been obtained)

## 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 that are 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 other recreation)
- Entertainment
- Health club facilities
- Spa services
- Sightseeing activities
- Meals included in the cost of airfare or registration fees
- Repairs, towing service, lubrication, car washes, etc. for personal vehicles
- Cancellation and flight change fees for non-business or non-emergency reasons
- Taxi or related transportation expenses to/from hotel to restaurants (unless unusual circumstances prevail)
- NJ sales tax
- Passports
- Child care/babysitters
- Frequent flyer miles /or point system accumulation i.e. air/rail/hotel/credit card etc.
- Time shares

#### **J. BLANKET AUTHORIZATIONS**

##### **1. Blanket Travel Numbers**

A blanket travel number (“BT number”) is a blanket purchase order entered by the Office of Financial Services after all appropriate approvals have signed 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 Purchasing Department after a requisition has been entered into the colleague system. A BPO is assigned to mileage reimbursement and other job related expenses. Employees assigned a BPO can utilize the same BPO for the whole fiscal year.

#### **K. DOCUMENTATION REQUIREMENTS FOR REIMBURSEMENT**

##### **1. Guidelines**

The travel expense voucher 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.

*Documentation for request for travel reimbursement must show:*

- The dates and individual points of travel, number of miles traveled between such points and type of conveyance used.
- Original receipts for registration, transportation, air fares and the bill for hotel or lodging must accompany the Travel Reimbursement Form.
- Receipts for cash outlays must be attached to all requests for reimbursement.
- Personal charges appearing on a hotel bill must be deducted and the deduction shown on the bill.
- Where travel is not by the most economical, usually-traveled route, the employee reimbursement request must set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival and an explanation for the use of the costlier travel arrangements.

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**) with original receipts to Accounts Payable for processing. The Travel Reimbursement Form must include the assigned BT number.

Original receipts for registration, transportation, and the bill for hotel or lodging must accompany the Travel Reimbursement Form. **The employee does not have to enter a requisition for any part of the trip, the BT number will serve as the blanket purchase order.**

3. Regular University Business

At the beginning of each fiscal year, a requisition should be entered for a regular blanket purchase order (BPO) with an estimate of the reimbursement amount for the year. These forms must be completed and should be submitted at least monthly to accounts payable for reimbursement of allowable expenses as defined in these regulations. **If you travel on a regular basis as part of your positions 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. Examples of items that can be pre-paid are the hotel, airfare, and

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. CREDIT ARRANGEMENT PROCESS**

1. Credit for Registration Fees and Lodging Costs

The requesting employee must contact the hotel/or association to determine whether a University Blanket Travel number is acceptable for making credit arrangements. Once this has been verified, the BT number assigned by Financial Services will serve as the blanket purchase order for registration fees and lodging.

2. Time Lines for Approval

In order for employees to avail themselves of University credit arrangements, all documentation must be submitted at least **three (3) weeks** in advance of the proposed departure date.

#### **M. 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.

#### **N. PART-TIME/ACADEMIC SPECIALISTS**

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

## **O. ATHLETIC DEPARTMENT TEAM TRAVEL**

1. All hotel accommodations or anticipated arrangements required need to be made based on the projected estimated date(s) once the schedule of games is established. This will allow for enough time to secure the accommodation and will expedite the process of requesting a prepayment check and any other additional information needed.

## **P. 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 Executive Vice President for Operations 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 Executive Vice President for Operations.
  - 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. Reimbursement will be 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; each student must

complete the Ethics Compliance Form (**Form C**). 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.

### III. WHERE TO OBTAIN FORM

#### 1. Sample Forms

Form A – Travel Authorization Form (triplicate form must be done manually)  
Form B – Travel Reimbursement Form (triplicate form must be done manually)  
Form C – Ethics Compliance Form  
Form D – Travel Pre-Payment Check Request Form  
Form E – Travel Support Application  
Form F – Grant Application

#### 2. Detailed Travel Grid

**Detailed TRAVEL GRID**

**KEAN UNIVERSITY TRAVEL**

FUNDING SOURCE	REQUIRED FORMS	LOCATION	REQUIRED APPROVALS	PROCEDURES
<p><b>University Funded/ Cost Center Funded</b></p>	<ol style="list-style-type: none"> <li>Travel Authorization Request Form</li> <li>Ethics Compliance Form</li> </ol>	<p>-Dean Office -Financial Services</p>	<p>-Department Chair/Director -Dean/ Supervisor -Division Vice President -Executive Vice President of Operations -Ethics Liaison Officer -President's Approval if it's international travel</p>	<p>-Complete Travel Authorization Request Form  -Forward to get required approvals  -Financial Services will assign Blanket Travel number <b>(BT)</b>  -Traveler will be issued a BT number in Datatel and will receive a copy via inter office mail  -In order to be reimbursed the Travel Expense Voucher &amp; original receipts must be forwarded to Accounts Payable, Adm. Bldg. 2<sup>nd</sup> Floor no later than 45 days after the end of travel</p>
<p><b>Grant – Funded/ External Grants</b></p>	<ol style="list-style-type: none"> <li>Grant Funded Form</li> <li>Travel Authorization Request Form</li> <li>Ethics Compliance Form</li> </ol>	<p><a href="http://orsp.kean.edu/grants_fundedtravel.html">http://orsp.kean.edu/grants_fundedtravel.html</a>  -Dean Office -Financial Services</p>	<p>-ORSP Grant Project Officer -Department Chair/Director -Dean/Supervisor -Division Vice President - Executive Vice President of Operations -Ethics Liaison Officer -President's Approval if it's international travel</p>	<p>-Complete Grant Funded form + Travel Authorization Request Form  -Grant Officer (ORSP) will determine approval  -Forward to get required approvals  -Financial Services will assign Blanket Travel number <b>(BT)</b>  -Traveler will be issued a BT number in Datatel and will receive a copy via inter office mail  -In order to be reimbursed the Travel Expense Voucher &amp; original receipts must be forwarded to Accounts Payable, Adm. Bldg. 2<sup>nd</sup> Floor no later than 45 days after the end of travel</p>
<p><b>Outside Source/ Personal Funds Non-University Non -Grant</b></p>	<ol style="list-style-type: none"> <li>Travel Authorization Request Form</li> <li>Ethics Compliance Form</li> </ol>	<p>-Dean Office -Financial Services</p>	<p>-Department Chair/Director -Dean/Supervisor -Division Vice President -Executive Vice President of Operations -Ethics Liaison Officer -President's Approval if it's international travel</p>	<p>-Complete Travel Authorization Request Form  -Forward to get required approvals  -Financial Services will assign Blanket Travel number <b>(BT)</b>  -Traveler will be issued a BT number in Datatel and will receive a copy via inter office mail  -In order to be reimbursed the Travel Expense Voucher &amp; original receipts must be forwarded to Accounts Payable, Adm. Bldg. 2<sup>nd</sup> Floor no later than 45 days after the end of travel</p>

# TRAVEL PROCEDURE FLOW CHART

