



KEAN

WORLD-CLASS EDUCATION

The background features a large, faint watermark of the Kean University seal. The seal is circular and contains the text "KEAN UNIVERSITY" around the top and "SEMPER DISCENS" around the bottom. In the center, there is a shield with a book and a torch, with the year "1875" above it.

Kean University Academic Travel Training

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Office of the Provost and Senior Vice President
VPAA Travel – travelvpaa@kean.edu

July 19, 2023



KEAN

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



KEAN

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

KEAN UNIVERSITY		BLANKET TRAVEL NUMBER							
TRAVEL AUTHORIZATION REQUEST									
Name: _____	<table border="1"> <thead> <tr> <th>FUND</th> <th>COST CENTER</th> <th>OBJECT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>▼</td> </tr> </tbody> </table>			FUND	COST CENTER	OBJECT			▼
FUND	COST CENTER	OBJECT							
		▼							
Address: _____									
City: _____ State: _____ Zip: _____									
Kean ID# _____									
Title: _____ Location: _____	Email: _____	Ext: _____							
Departure Date: _____ AM <input type="radio"/> PM <input type="radio"/>	Destination: _____								
Return Date: _____ AM <input type="radio"/> PM <input type="radio"/>	(CITY, STATE) Conference Name: _____								
Is your travel being totally paid for with University funds, grant funds held by the University or personal funds? Y <input type="radio"/> N <input checked="" type="radio"/>									
Names and titles of other employees traveling on the same mission: _____									
Reason for Travel- If not a Kean employee, please explain in what capacity you are traveling: _____									
Only for Grant-Funded Travel									
Name of Grant-Funded Project: _____									
Source of Funding: _____									
Is this budgeted in the original grant proposal? Y <input type="radio"/> N <input type="radio"/>									
If yes, what is the initial amount of fund dollars in the 5030 line? _____									
If no, how will it be covered? _____									
ESTIMATE OF TOTAL CHARGES TO BE INCURRED; (EXAMPLES: Hotel, Registration Fees, Airfare, Parking, Meals, etc.) Additional information: Travel Manual									
ITEMS			AMOUNT						
_____			_____						
_____			_____						
_____			_____						
TOTAL EXPENSES			0						
Signature: _____		Date: _____							
UNIVERSITY APPROVALS									
1. Project Director: _____			Date: _____						
(Only for Grant-Funded Travel)									
2. ORSP/Grant Funded Program: _____			Date: _____						
(Only for Grant-Funded Travel)									
3. Department Chair/ Director: _____			Date: _____						
4. Dean/ Supervisor: _____			Date: _____						
5. Division Vice President: _____			Date: _____						
6. Division Senior Vice President: _____			Date: _____						
7. Chief Financial Officer: _____			Date: _____						
8. President: _____			Date: _____						
ETHICS LIAISON OFFICER USE ONLY									
<input type="radio"/> APPROVE <input type="radio"/> DISAPPROVE									
Ethics Liaison Office: _____			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.

STATE ETHICS COMMISSION Revision Date: February 2011

Request For Approval For Attendance At Events

Department: _____

Name: _____

Division: _____

Title: _____ Telephone: _____ Fax: _____

Email: _____

Event: _____

Sponsor: _____

Is the Sponsor an "interested party"? Yes No

"Interested party" means: 1) any person or entity your institution regulates, licenses or supervises; 2) any grantee or grantor to your institution and any employee, representative or agent thereof; 3) any supplier/vendor to your institution; 4) any advocacy group that advocates or represents the positions of its members to your institution; 5) any organization a majority of whose members fall under 1-4 above.

Is the State official a speaker, panel participant or resource person? Yes No

Is the sponsor an agency of the federal government, one or more other states or a political subdivision thereof? Yes No

Is the sponsor a nonprofit organization? Yes No

If Yes, is the employee or agency a member? Yes No

Does the nonprofit organization have any contracts with the State? Yes No

Location: _____ Date(s): _____

Overnight accommodations required? Yes No

Out-of-state travel required? Yes No

Estimated total costs? \$ _____

Breakdown of Costs:

Transportation \$	_____	Meals \$	_____
Accommodations \$	_____	Registration Fees \$	_____

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

Agency to pay costs? Yes No

Sponsor to pay costs? Yes No

Employee to pay costs? Yes No

Other person or entity to pay costs? Yes No If yes, note name below:

Reason for attendance:

Will sponsor offer an honorarium or fee? Yes No

Check: Copy of invitation letter attached.
 Copy of agenda or other description of event attached.

Employee Signature

Supervisor's Signature and Approval

Date

Date

Note: Any substitutions or changes of circumstances must be reported to your ELO.

SPACE BELOW FOR ELO USE ONLY

Attendance approval? Yes No

Note: Acceptance of honoraria or fees is not permitted.

Conditions:


Signature _____ Date _____
 Ethics Liaison Officer

Sponsor is an interested party and employee will be accepting event benefits as a speaker, panelist or resource person. A copy of form will be forwarded to the State Ethics Commission pursuant to N.J.A.C. 19:61-6.4(f).

NJ STATE ETHICS / Revised 04/2016

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

 **KEAN** FORM E-1

Travel Support Application

*This form must be attached to the Travel Authorization Form
*Hand written documents will not be accepted
Travel support is limited to \$1,000 per individual.

Name: Department: Kean ID#:

Category: Employee Status:

Type of Presentation: Title of Presentation:

Describe in detail how this activity will advance your scholarly contributions, teaching effectiveness, and service to the campus community:

Scholarly Contributions:

Teaching Effectiveness:

Service:

Provide rationale on any travel for more than three days:

If the dates of travel conflict with scheduled class time, please indicate the plan for your scheduled classes while away for travel. Managers, Directors, and Deans also need to provide coverage for their office.

Disciplinary history: YES NO

Copy of the current semester teaching schedule is attached.

Applicant Signature: Date of Application:

Student Forms (S-1)

- Submit with the supervising faculty member's travel packet
- Signatures and dates

KEAN UNIVERSITY
CURRICULUM RELATED
TRAVEL NOTIFICATION FORM

Form must be submitted before end of September each year for scheduled or anticipated curriculum related travel.

Semester Year Day Trip Overnight Travel

Dept./Program: Course/Activity

Departure Date Return Date

Destination:

Nature of Trip:

ELIGIBILITY: (Criteria for student eligibility: (e.g. major, class standing, GPA, etc.)

Estimated Number of Students:
 (1 trip advisor per 48 students for day trip/ 1 trip advisor per 25 students for overnight)

SUPERVISION: Faculty Supervisor: Campus Ext.

Home Number: Email:

Others attending: (list all potential faculty/staff participants)

TRAVEL: Name of Hotel/Lodging:

Transportation: Bus Train Plane Student/Self Other

Travel costs: Lodging Meals:
 (approx. - per person) (price per day x # of days) (price per day x # of days)

Transportation Registration fees

FUNDING: Sources: (check all that apply): Kean funded Student funded

External grant funded Other external sources (describe) *

NOTE: Compensation or benefits of any kind may not be accepted from any external source without expressed written approval by the Dean and the VP of Academic Affairs or their designees. Such approval must be indicated as an attachment to this document.

Submitted by: Date

Approval: Date
 (Dean/Executive Director)

Approval: Date
 (Academic Affairs)

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

FORM S-2

KEAN UNIVERSITY
STUDENT TRAVEL ROSTER
(Participant List)

COURSE _____ SEMESTER _____ YEAR _____

INSTRUCTOR _____

Preliminary - Date _____
(If prior to registration, estimate # of students)

Final - Date _____
(Final list to Dean AND Campus Police)

Name	Major	GPA	Class Standing

(attach additional page(s) if required)

Student Forms (S-3)

- Submit with the supervising faculty member's travel packet
- Signatures and dates

FORM S-3

KEAN UNIVERSITY

BUS TRIP APPROVAL FOR CURRICULAR RELATED TRAVEL

Course Information

Department/School:

Course(s)/Sections(s):

Supervising Faculty/Staff:

Contact Information: Extension: E-mail:

Approximate Number of students:

(1 trip advisor per 48 students for day trip/ 1 trip advisor per 25 students for overnight)

Trip Details

Type of Trip: Day Trip Overnight Travel

Date of Departure: Date of Return:

Destination:

Description of Trip:

Departure Time from Kean University:

Return Departure Time from Visiting Site:

Name of Bus Company:

Specific Transportation Needs: (e.g. handicapped/disabled students)

Approvals: Cost Center No. Object Code = 5047


Dean/Executive Director/Program Director Date

Office of Academic Affairs Date

* Note: A complete list of the students participating in the field trip must be filed with University Purchasing, the Office of the Dean and Campus Police prior to departure.
FORWARD THIS COMPLETED FORM TO UNIVERSITY PURCHASING (908-737-5050)

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



KEAN UNIVERSITY TRAVEL AUTHORIZATION REQUEST

BLANKET TRAVEL NUMBER

Name:

Address:

City: State: Zip:

Kean ID#

Title: Location: Email: Ext:

FUND	COST CENTER	OBJECT
		▼

Departure Date: AM PM Destination:
(CITY, STATE)

Return Date: AM PM Conference Name:

Is your travel being **totally** paid for with University funds, grant funds held by the University or personal funds? Y N

Names and titles of other employees traveling on the same mission:

Reason for Travel- If not a Kean employee, please explain in what capacity you are traveling:

Only for Grant-Funded Travel

Name of Grant-Funded Project:

Source of Funding:

Is this budgeted in the original grant proposal? Y N

If yes, what is the initial amount of fund dollars in the 5030 line?

If no, how will it be covered?

ESTIMATE OF TOTAL CHARGES TO BE INCURRED: (EXAMPLES: Hotel, Registration Fees, Airfare, Parking, Meals, etc.) Additional information: [Travel Manual](#)

ITEMS	AMOUNT
TOTAL EXPENSES	0

Signature: Date:

UNIVERSITY APPROVALS

1. Project Director: Date:
(Only for Grant-Funded Travel)
2. ORSP/Grant Funded Program: Date:
(Only for Grant-Funded Travel)
3. Department Chair/ Director: Date:
4. Dean/ Supervisor: Date:
5. Division Vice President: Date:
6. Division Senior Vice President: Date:
7. Chief Financial Officer: Date:
8. President: Date:

ETHICS LIAISON OFFICER USE ONLY

APPROVE DISAPPROVE

Ethics Liaison Office: 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)



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