



# 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](#)

<u>ITEMS</u>	<u>AMOUNT</u>

**TOTAL EXPENSES**

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: \_\_\_\_\_