KENT STATE UNIVERSITY TRUMBULL

FACULTY PROFESSIONAL TRAVEL GUIDELINES (Revised Nov. 2014)

1. **A maximum of $1,000 per full-time TT and NTT faculty is available for reimbursement for "Approved" faculty professional travel during the fiscal year (July 1-June 30). The maximum can be reimbursed for a single conference, etc., or for several smaller ones.**

2. **A *Faculty Absence Authorization/Expenditure Estimate* form must be completed and submitted to the Assistant Dean for approval PRIOR to the travel. Form can be found on the Business Services webpage at http://www.kent.edu/trumbull/business-services-0.**

3. **If traveling outside of the continental US and Canada on KSU Business, you must notify Risk Management. International Travel Insurance and contact information can be found at http://www2.kent.edu/compliance/risk/international-travel-insurance.cfm.**

4. **Conference Registration fees may be paid on the University Credit Card prior to travel by supplying the necessary information to the Business Services office after receiving approval for the travel. Faculty travel funds DO NOT cover membership fees, which cannot be included in the registration fee amount. Please include a copy of the conference program, brochure, etc. that details what is included in the registration fees. (Meals included in the conference registration fees will not be eligible for a per diem meal reimbursement).**

5. **All other travel expenses are reimbursed after the travel has occurred. Eligible expenses must be supported by ORIGINAL receipts (credit card slips, showing only the total amount, do not constitute original receipts). Please include a Mapquest, or similar printout, showing how you arrived at the approximate number of personal miles being claimed.**

6. ***Driving vs. Flying*: Per University policy 7-02.8, "Travelers are encouraged to compare all the costs associated with each mode of transportation and select the one that is the most cost effective." To compare the $ amount for reimbursement for driving via personal car vs. flying, additional costs for flying (i.e. $ for travel to/from airport, airport parking, public transportation or car rental at destination, etc.) will be added to cost of airfare to determine the total costs to fly. (Traveler is required to provide this information/documentation). Reimbursement for use of a privately-owned vehicle will be paid at the lower of a mileage allowance or the accumulated costs to fly.**

7. **Links to the Expense Reimbursement Workflow and Guide, Travel and Entertainment policies and procedures, etc. are available on the Business Services webpage at http://www.kent.edu/trumbull/business-services-0.**

8. **Contact information – Business Services Office:**

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