Travel
1. Before any travel, you must fill out the pre-approval form and submit it to the Business Office. Pre-approval assures that you are on travel status for the University and covered should any illness or accident happen.
2. You may book your travel through whatever vendor you desire. You are responsible for your own arrangements.
3. Airfare and registration are the only travel expenses that can be reimbursed before the travel takes place.
4. If you have any questions about travel or need the form, contact Waliah Poto at 47403

University Research Council – to apply for additional funding for professional development travel or research. Scroll down the page and choose Professional Conference Support Request Form or any other on the page. Peggy Kramer is your contact. [https://www.kent.edu/research/university-research-council](https://www.kent.edu/research/university-research-council).

Online Expense Reimbursements:
1. Make sure you have filled out the Pre-approval form for travel prior to travel. Travel must be approved by the Dean before you can apply for reimbursement. Forms are available in the Business Office.
2. Using Internet Explorer, go to the Flashline home page, click on My Action Items, in the middle of the page under "Workflow" click expense reimbursements.
3. If you need help contact Waliah Poto, the Business Manager, at 47403, and she’ll walk you through it.
4. When you click the "Search for Reviewer", make sure enter “Poto” to search for Waliah Poto

To reserve a campus vehicle:
Contact Becki Cox at 47426 in the Business Office. Faculty and staff are strongly encouraged to take a campus vehicle instead of a personal car to off-campus meetings during this budget crunch. Students can now be transported in campus vehicles.

To rent a vehicle for a student function:
Contact Waliah Poto in the Business Office at 47403. All field trips must be approved by Dr. Minnick before renting a vehicle and a hold-harmless agreement form must be filled out.

To reserve a classroom in any building:
Contact Kim Sweitzer in the Assistant Dean's Office at 47454

To reserve a conference room or the auditorium in Founders Hall:
Contact Becki Cox 47426 in the Business Office.

To reserve a conference room in the Science & Tech Building:
Contact Cindy Supers in Continuing Studies at 47434

To reserve space in the Performing Arts Center
Contact Tom Flood at 46406

To reserve space in the Tolloty Technology Incubator
Contact Deanna Spencer in the SBDC at 47522

To fill out a hold-harmless agreement for a field trip or student event:
Go to: [https://www.kent.edu/generalcounsel/hold-harmless-data-form](https://www.kent.edu/generalcounsel/hold-harmless-data-form). Fill out the form and send it electronically to University Counsel. They will email you whether or not a hold harmless agreement needs to be signed by each student.
Instructional materials/equipment - contact Waliah Poto in the Business Office, 47403 for order sheets and to discuss the items you wish to order.

Office Supplies - go to the Business Office or Faculty Services

Grade Books or Blue Books - go to Faculty Services

To report a problem with your telephone:
Contact Waliah Poto in the Business Office at 47403.

To request office keys contact – Dave Quinlan at 47406

To report classroom/facility issues – contact Walt Gritzan at 47439

Employee Discounts:  [https://www.kent.edu/hr/additional-employee-discounts](https://www.kent.edu/hr/additional-employee-discounts)