

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. 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. Go to the Flashline home page, click on Employee Dashboard and click on Expense Reimbursement Workflow. That should take you to the Chrome River site.
3. If you need help contact Waliah Poto, the Business Manager, at 47403, and she'll walk you through it or it is highly advised to watch the tutorial available on the Accounts Payable website.

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, Science & Tech Building, Performing Arts Center and Technology Incubator. Click on the Tusc website, click Life at Tusc, then click on facility usage request to access the form.

To fill out a hold-harmless agreement for a field trip. Contact the Office of General Counsel at legal@kent.edu to discuss your university-sponsored event/activity. General Counsel will let you know if a hold harmless form is needed.

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 Heather Aubihl 47536 or Cathy Spears 57509

Employee Discounts – www.kent.edu/hr/benefits/employee-discounts