

## TCNJ School of Business Student Travel Procedures

1. Students who wish to receive travel funding from the School of Business must obtain pre-approval from the Dean's Office.

At the beginning of each semester, BSAB members will be provided a link (below) to submit funding requests for the academic year. Students are encouraged to submit funding requests even if a trip is tentative. The Dean's Office is to be notified if any travel is cancelled or changed. Individual requests can still be made via email to the Dean (bleven@tcnj.edu) and Assistant to the Dean (horners@tcnj.edu).

<https://goo.gl/forms/1e7fQVNHtgKspvHS2>

2. Student Travel Request forms must be completed. This form is ***due 3 weeks prior to the date of travel***. Forms are completed online at <https://goo.gl/forms/BFxIybunNZDsF0Rm2>. Students who do not submit the form in the required time period will be unable to attend the trip/not receive travel reimbursement.
3. Students must also complete and submit the Emergency Contact Information form and upload with their Travel Request form.
4. Students must also complete the TCNJ Waiver, Release, Indemnity and Promise Not to Sue form and upload with their Travel Request form.
5. Any student who will be driving for a trip must provide a copy of their current, valid driver's license. This can be upload with the Travel Request form. If you are driving your personal vehicle (i.e., not TCNJ vehicle), you will also need to provide proof of current insurance.
6. The listed supervising faculty member (club/organization faculty advisor) for the trip will be notified by the Assistant to the Dean and will be required to approve all students traveling via email. The faculty advisor will be required to provide contact information during the time of travel, in case of emergency.
7. Within 2 weeks of returning from travel, students must submit a list of expenses, with original receipts, to the Assistant to the Dean. Receipts must show that the individual student incurred the expense (date, name, amount, etc.). Receipts for food and hotel expenses must be itemized. No expenses for alcohol will be reimbursed. ***Expenses may not exceed the previously approved amount unless separate approval from the Dean was given. In that event, the separate approval must be included.***
8. Reimbursements will only be made to the person/organization/chapter who incurred the expenses and whose name is on the receipt(s). If a Student Organization, Chapter or designee pays for all or any part of the travel (e.g., hotel, registrations), the reimbursement for that payment will be made to that person/organization/chapter.
9. Any student who will be traveling out of the country, abroad or any long term travel may be required to present a current, valid medical insurance card.
10. Any questions, please email the Assistant to the Dean at [horners@tcnj.edu](mailto:horners@tcnj.edu).