

## TCNJ School of Business Student Travel Procedures

(Revised Fall 2021)

1. Students who wish to receive travel funding from the School of Business must obtain **pre-approval** from the Dean's Office. For fall/winter, all requests must be made by September 15, 2021. For spring/summer, all requests must be made by January 15, 2022. After these dates, requests for funding will be reviewed by the Dean on a case-by-case basis.

At the beginning of each semester BSAB members, Student Organization Advisors and faculty will be provided a link (below) to submit funding requests for the academic year. This information will also be updated on the website. ***Requests for funding for organization trips (e.g., AMA, DSP, etc.) must be made by the current president of the student organization.***

***Students are encouraged to submit funding requests even if a trip is tentatively planned.*** Groups receiving funding approval will be provided a maximum funding allowance, and a per person funding allowance. Each trip will be limited to no more than 10 students. Once determined, students will only receive the maximum per person funding allowance, even if the number of students per trip should change. Funding will be reviewed and approved by the Dean. Please note that funding is not guaranteed.

*Note: Travel for students (other than virtual) is subject to change per TCNJ and the State of New Jersey.*

Link for funding requests: [Student Travel Funding Request](#).

2. Each student traveling will be required to pay a minimum of \$10 or 10% (whichever is greater) of the total cost of the trip. Funding is not guaranteed.
3. Students requesting funding must submit a proposal for the travel. This proposal must include:
  - a. Synopsis of the trip including benefit to the student/group.
  - b. Itemization of costs for the trip, per student AND for a group.
  - c. Request for the amount of funding the student/group is requesting from the School of Business.
  - d. Number of students traveling.
4. Student Travel Request forms **must** be completed. This form is ***due 3 weeks prior to the date of travel.*** Forms are completed online at [Student Travel Request Form](#).

5. Students who do not submit the form in the required time period will be unable to attend the trip/not receive travel reimbursement. This Student Travel Request **must** be complete regardless of whether or not the student/organization is receiving funding from the School.
6. Students must also complete and submit the Emergency Contact Information form and upload with their Travel Request form. <https://business.tcnj.edu/wp-content/uploads/sites/219/2018/08/Student-travel-emergency-contact-form.pdf>.
7. Students must also complete the TCNJ Waiver, Release, Indemnity and Promise Not to Sue form and upload with their Travel Request form. <https://business.tcnj.edu/wp-content/uploads/sites/219/2018/08/Student-Travel-waiver-form.pdf>
8. Any student who will be driving for a trip must provide a copy of their current, valid driver's license. This can must be uploaded 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.
9. The Assistant to the Dean will notify the listed supervising faculty member (club/organization faculty advisor) about the approval for the proposed trip. The supervising faculty member will be required to approve all students traveling via email. The faculty member will be required to provide contact information during the time of travel, in case of emergency.
10. Within 2 weeks of returning from travel, students must submit a list of expenses, with original receipts, to the Assistant to the Dean, Stephanie Horner. 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.***
11. 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.
12. 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.
13. Students are required to adhere to all requirements and expectations list in the TCNJ Student Travel Policy (<https://policies.tcnj.edu/wp-content/uploads/sites/247/2018/07/Student-Travel-3.pdf>).
14. Any questions? Please email the Assistant to the Dean at [horners@tcnj.edu](mailto:horners@tcnj.edu).