

## TCNJ SCHOOL OF BUSINESS STUDENT TRAVEL PROCEDURE

(Revised May 2025)

Effective - Summer/Fall 2025

### 1. Funding

- Request Deadlines:
  - Fall/Winter travel – Due September 15<sup>th</sup>
  - Spring/Summer travel – Due January 15<sup>th</sup>
  - Email [horners@tcnj.edu](mailto:horners@tcnj.edu) after these deadlines.
- Funding requests to be made by the organization's President only.
- ***Funding is meant to subsidize an organization's expenditures and is not guaranteed.***
- Students are required to pay at least 10% of the cost of the trip themselves.
- Students must declare any other funding being received for the same trip (e.g., SFB, Dean of Students, Organization Chapter).
- Complete the Student Travel Funding Request form and include:
  - Synopsis of the trip, including the benefit(s) to the group/student.
  - Cost: Itemized breakdown and total, less 10%, for group and per student.  
***Students must look for the most cost-effective ways to travel.***
  - Number of students traveling.
  - Dates of travel, name of conference, location of conference.
  - Supervising/Sponsoring faculty member's name and contact information.
  - Note: Priority will be given to students traveling to present research.

### 2. Funding Approvals

- Approvals will be in writing and include a maximum and a per-person dollar amount.
- Reimbursements will not be issued for items not pre-approved or that exceed the maximum approved amount.
- If the number of students traveling lowers, reimbursements will be made using the per-person amount.
- If a student has difficulty paying for expenses upfront, email [horners@tcnj.edu](mailto:horners@tcnj.edu).
- In the event the School of Business pays for any travel-related expenses in advance (e.g., conference registration) and the student(s) do not attend, they will be responsible for reimbursing the School for these expenses.

### 3. Travel

- The Organization President is responsible for submitting the names and email addresses of all students traveling to [horners@tcnj.edu](mailto:horners@tcnj.edu) **at least 3 weeks** before the trip.
- All students traveling are required to complete the following **at least 2 weeks** before the trip:
  - [Student Travel Request Form.](#)
  - [Student Waiver & Emergency Contact Form.](#)
  - Any student driving must include a copy of their valid driver's license and proof of insurance for the vehicle.
  - Students who do not complete these forms by the deadline will not be permitted to travel.

- All students traveling are expected to adhere to all requirements and expectations of the [TCNJ Student Travel Policy](#).

4. **Reimbursement/After the Trip**

- Submit receipts via the [Student Travel Receipt Submission form](#) *within 2 weeks* of returning.
- Reimbursements will only be made to the person/organization/etc. whose name is on the receipt.
- All receipts for food and hotel stays ***must*** be itemized.
- All receipts must show the dollar amount paid (e.g., including tips).
- Reimbursements ***will not be processed until the trip has been completed and all receipts have been submitted by all travelers.***
- We do not reimburse for the purchase of any alcohol.
- As much of the funding available is due to the generosity of our alumni and donors, we request you share a brief synopsis of the event/activity (tell us how it went, did you have a good turnout, did you meet your desired outcomes) and any photos.