

Guidelines for Faculty and Student Group Travel Supported by William Paterson University

Funding Paperwork for group travel can be very time consuming. It is recommended that all travel paperwork be completed, and in the Provost's Office, at least **30 days prior** to the departure date. For all travel where a prepayment of any kind will be requested, the paperwork has to be in the Provost's Office at least **45 days prior** to the departure date.

All travel being arranged must follow the University Travel Guidelines, and obtain the most economical method of travel. Unless a travel agency is being used to organize a travel, ALL travel costs are to be procured by the traveler ONLY. **Costs are NOT to be shared, or purchased together, with any other traveler. Encumbrances are generated for each individual traveler, and cannot be shared.**

The Group Leader completes one SRCEP Application accompanied by a list of the student travelers with their 855 ID #s. A Travel Request and Approval Form (TRF), which is located on WP Connect/Finance/Travel Management System, must be completed for each student traveler. The first TRF can be created, and then a copy of that TRF can be made for each student traveler by using the Travel Management's 'COPY Travel for Student' feature. All TRFs must be computer generated, signed by the traveler, the chair and the dean. The SRCEP Application, list of travelers, and all TRFs with supporting conference documentation are then forwarded to the Provost's Office **as a packet**.

Once approvals have been acquired through the Provost's Office, the payments for the following can be pursued:

- Airfare and/or train reservations;
- Hotel reservations;
- Registration.

The University can prepay, for **Students only**, some travel costs provided funding support has been established to cover those costs. A completed Voucher Payment Form (VPF) is required. This form is located in WP Connect/Finance/Accounts Payable/Voucher Payment Form. The following costs can be prepaid:

- Airfare (if arranged through a Travel Agent, an invoice must be provided with the completed VPF);
- Hotel (invoice must be provided with a completed VPF);
- Registration fees (invoice and/or completed registration forms must be provided with a completed VPF).

William Paterson University will reimburse the traveler for the following disbursements provided funding support and approval prior to travel has been established. A completed Travel Expense Voucher (TEV) is required. This form can be found in WP Connect/Finance/Travel Management System, and is required to document reimbursement requests for the following:

- Vehicular travel at .50 per mile, plus tolls. Verification of mileage and route, such as printed MapQuest or Google Maps directions must accompany paperwork.
- Airfare and/or train ticket. The flight itinerary must be submitted and it must show the name of the student. Receipts submitted for airfare must show payment information and student's name; the name on the receipt must match the name on the itinerary submitted.
- Per Diem meals. Only if supported by a department/college/grant. **NOTE: SRCEP does not support meals either by receipt or per diem.**

- Car service. Reimbursable car service only includes connections between transportation hub and destination. For example, from airport to hotel. Car service for personal travel at destination, e.g. dinner travel, sight-seeing, will not be reimbursed.
- Hotel costs. The receipt/invoice must include information about the hotel reservation (for example dates, location, etc.) and the name of the student. The name associated with the payment (for example, name on the credit or debit card used for payment) must be the same as the name on the reservation/invoice.
- Registration costs. The registration receipt must show the name of the student. The name associated with the payment (for example, name on the credit or debit card used for payment) must be the same as the name on the registration.

All receipts being submitted with the TEV have to be original and itemized. Credit card slips without an itemized receipt will **not** be reimbursed. The TEV requires signatures from each area that supported funding for the travel. It is then submitted to the Provost's Office for final signature and processing to Business Services for reimbursement.