

## **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 along with any other traveler. Encumbrances are generated for each individual traveler, and cannot be shared.**

Travelers are to complete a Travel Request and Approval Form which is located on WP Connect, under Finance. Since most students do not have access to this location, the mentor or leader of the travel may need to assist. All Travel Request and Approval Forms must be computer generated, signed by the traveler, the chair and the dean. The travel forms are then forwarded to the Provost's Office. Group travel must be submitted together as a packet.

Once approval has been acquired through the Provost's Office, the purchasing or payments of 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 will be required to prepay:

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

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 is required:

- Vehicular travel at .50 per mile, plus tolls. Verification of mileage and route, such as printed *MapQuest* 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 for meals. Most student travel programs supported by the Provost's Office do not include reimbursement for meals, per diem or by receipt.
- 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.
- The Travel Expense Voucher is located on WP Connect, under Finance. Since most students do not have access to this location, the mentor or leader of the travel may need to assist. **All receipts** being submitted with this form have to be original and itemized. Credit card slips without an itemized receipt will **not** be reimbursed. This form 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.