KENNESAW STATE UNIVERSITY
NORMAN J. RADOW COLLEGE OF
HUMANITIES AND SOCIAL SCIENCES
School of Conflict Management,
Peacebuilding and Development

Class Absences Related to Travel

Approval from the department to travel does not constitute approval to miss classes. **If a student needs to be absent from class,** they must obtain prior approval from the instructor**, and approval of the absence** is at the instructor's discretion.

Applying for Travel

- Students can apply for **up to** $1,000.00 in funding for a conference, provided SCMPD has available funds. Note that this is not a guarantee of funding for conferences and SCMPD reserves the right to reduce the amount that can be requested at any time.
- Students must be presenting their research or presenting on a roundtable to qualify for conference travel funding.
- Students can request no more than two conferences per academic year and funding for students who are applying for their first conference of the academic year will be prioritized.
- Funds can be used to cover registration, hotel, and transportation costs only.

Booking Travel

- Items NOT Reimbursable (Per KS Policy) insurance, additional fees for refundable airfare and lodging. If in doubt, check with the Office Manager prior to purchase.
- When booking travel, please use your own credit/debit cards or PayPal accounts to book travel. KSU will only reimburse the person who has incurred the expenses. A bank statement may be requested by Fiscal Services as proof of payment.
- Students should minimize costs and, when possible, attempt to cost share with other students attending a specific conference.
- Transportation Booking
    - Students can request funding for only one major mode of

transportation to a conference – i.e. if a student requests airfare for a conference, they will not be able to also rent a car. Some exceptions might be permitted (for example if the conference is held far away from the closest airport), but these will be rare and will be considered on a case-by-case basis.

- o Students are expected to use the **most cost-effective mode of transportation** (Air travel versus renting a car, etc.). In situations where renting a car is less expensive than flying, they must include a **cost comparison from one of the following links:(Link to CompareTrip, Link to KAYAK, or Link to Skyscanner)** when submitting the travel request.
- o Students should choose the lowest cost transportation to and from the airport.
- o Students should book Economy class airfare. If they would like to upgrade their airfare, they may do so at their own expense.
- o Students should rent compact cars when renting a car. SUVs or other large vehicles are not reimbursable unless there are more than 4 people or a large amount of equipment being transported

- Airbnb, HomeAway, VRBO, apartments, or dorm rooms, etc. are not allowable for domestic business lodging. If selected, the lodging cost will become non-reimbursable.
    - o If sharing a hotel room with another KSU student, note that only the student paying for the room will be reimbursed for lodging costs.
    - o Students should book single rooms unless staying with another student that has been approved for travel.

Expense Reporting

- To be reimbursed for approved travel expenses, students must submit <u>all the documentation</u> (invoices, receipts, statements, agendas, etc.) no later than <u>two weeks</u> upon return.
- All receipts must be **itemized receipts**. A screenshot of your final payment is not acceptable as a receipt.
    - o Airfare – a complete itinerary including your name, the to/from flight information, the total billed.
    - o Hotel – an itemized hotel bill showing your name and each night's rate and applicable taxes. The receipt you receive when you check out is the best receipt to provide.
    - o In addition to receipts, please submit either bank/credit card

statements showing your name on the account and the charges you are requesting reimbursement for OR a picture of the card(s) used, showing your name and the last four digits on the card. All other information on the card or statements can be hidden.

Some student travel expenses can be paid via the student's department's company credit card. If you would like to have any of the following travel booked by the department, please let the Office Manager know (Travel request must be approved a minimum of one month prior to trip to take advantage of this service as bookings can take two to three weeks to process).

- Airfare
- Hotel
- Conference Registration
- Membership