**Travel Approval Process:**

**September 17, 2021**

**General comments:**

1. The University is again allowing travel but under strict conditions. Detailed University travel guidance link: <https://evpaa.rutgers.edu/travel-guidance>
2. Applies to travel beyond the area of NJ, NY, PA, DE, and CT.
3. ALL such travel requires pre-approval by the School and University.
4. ALL such travel must be booked through a Rutgers approved travel agency.
5. If you don’t strictly follow this process, you will not be reimbursed for any out-of-pocket expenditures.

**READ ALL INSTRUCTIONS BELOW BEFORE INITIATING ANY TRAVEL REQUEST**

**Domestic:**

1. The approval is being managed and routed via Docusign. Most common form to obtain approval will be Form A – Individual Domestic Travel Approval Form

<https://powerforms.docusign.net/4ff4e291-9bc7-4d32-8abd-475a1290522a?env=na2&acct=3cff5fb1-3254-4a02-89b0-2495498a7f8f&accountId=3cff5fb1-3254-4a02-89b0-2495498a7f8f>

Form is basic and not difficult to complete. The key components are the business justification for the trip and the itinerary. When you complete the form and submit, it will forward to the business office to add accounting information, and then to me (Bob Allison) for consideration as the Dean’s designee.

**NOTE (Updated October 5, 2021):**

In order to get your requests routed as quickly as possible, I ask that you do the following on the **"PowerForm Signer Information"** page on the Docusign form:

1. In the **"Business Office" section**, please name **Vallarine Guischard-Paynter** and her email address: **vallarine.paynter@gse.rutgers.edu**
2. In the **"Academic or Administrative Approver (Dean, Director, SVP, or EVP)" section**, please name **Robert Allison** and my email address: [**robert.allison@gse.rutgers.edu**](mailto:robert.allison@gse.rutgers.edu)

If you have any questions while filling out these forms, please contact my team or I (robert.allison@gse.rutgers.edu) **BEFORE** submitting the document.

1. Once approved:

* You can book your travel through a University approved agency
* Procurement may contact you for further information if appropriate
* AFTER Travel, you will add the approved Form A to your Travel/Expense report.

**International:**

1. Use form C – International Travel Approval Form

<https://powerforms.docusign.net/9afbe2e8-49c7-4985-91b0-33b5a39970e8?env=na2&acct=6072ca7b-339e-4da3-b180-ba9af89e3e35&accountId=6072ca7b-339e-4da3-b180-ba9af89e3e35>

This form requires more detail than the domestic form, primarily related to safety issues. If you’re unsure how to respond to a question you can contact my team or me.

1. There is an additional step in the workflow for International travel. After the accounting information is completed by the business office, the request will forward to the University’s Travel Advisory Group for consideration. My understanding is that the group currently meets weekly. If approved there, the request will come to me for final consideration as the Dean’s designee.
2. Once final approval is obtained, the process is the same as for domestic travel.

**For Students (updated 10/12/2021):**

1. **BEFORE** submitting the forms via Docusign, you must get approval from the funding source(s) that you will be using for your expenses.
   1. **If you are using GSAC funding** – Please contact the GSAC Treasurer, Danielle Murphy ([dm880@scarletmail.rutgers.edu](mailto:dm880@scarletmail.rutgers.edu)) and cc the GSE Business Office ([vallarine.paynter@gse.rutgers.edu](mailto:vallarine.paynter@gse.rutgers.edu)) for approval. When reaching out for approval, please include the following information: (1) the name of the conference, (2) the conference date and location, and (3) your role in the conference (e.g., presenter, attendee, organizer, etc.)
   2. **If you are using a faculty grant –** Please contact the appropriate personnel for the grant and cc the GSE Business Office ([vallarine.paynter@gse.rutgers.edu](mailto:vallarine.paynter@gse.rutgers.edu) AND [terri.bolla@gse.rutgers.edu](mailto:terri.bolla@gse.rutgers.edu)) for approval.
   3. **If you are using Dean’s Support** – Please contact the GSE Business Office ([vallarine.paynter@gse.rutgers.edu](mailto:vallarine.paynter@gse.rutgers.edu)) and attach a copy of the completed Application for GSE Dean’s Support for Student Conference Participation form, signed by you, your faculty advisor, and the Dean.
2. **WHEN** filling out the forms on Docusign, indicate the funding source(s) in the “purpose of travel” section of the form.

**If you are unsure of what to do or have any questions, please contact us (**[**gsac@gse.rutgers.edu**](mailto:gsac@gse.rutgers.edu)**) BEFORE submitting the forms via Docusign.**