Do I need to receive both approval for travel through the Travel Approval Process and book my travel through a Rutgers-approved Travel Agency to be reimbursed for my travel expenses?

Yes. For funds to be released as reimbursement for the travel expenses of Rutgers students and employees, travel beyond the current non-restricted area of NJ, NY, PA, DE, and CT must be approved through the Travel Approval Process and tickets for air or train travel, hotel reservations, and car rentals must be made through a Rutgers-approved travel agency. Expenses for extended stay rentals, AirBnB, food, taxis, Ubers or Lyfts, local train transport, shuttles, and other travel items not provided through the travel agencies will be reimbursed through the Travel and Expense Reimbursement system.

Where can I find the approved travel agencies?

The Rutgers approved travel agencies are listed on the Procurement website under Travel Booking Travel - Travel Agencies. Our new preferred travel agency is Direct Travel and they have the capability to book air, rail, hotel, and car rental with Rutgers discounts in place. The other travel agencies on the list will be removed as travel agencies for Rutgers in the near future but remain active while travelers have unused tickets.

The conference (or trip I was taking) has been canceled. What steps should I be taking?

Contact the travel agency that booked your trip. Tell the agent that the trip booked through their travel agency needs to be canceled. This should be done as soon as possible.

How are travel expenses handled for a Candidate, or New Employee handled?

Departments that are funding candidate or new employee travel to the University do not have to submit a Travel Approval Form, and instead should submit a Local and Non-Employee Travel Request Form. When the candidate or employee arrives in New Jersey, they must follow the current NJ State and CDC guidelines, and must be entered on a daily basis into the Visitor Log by the host. Reach out to RUTravel@finance.rutgers.edu for assistance with any travel arrangements.
CONFERENCE HOTELS

If I am attending a conference, can I book the conference hotel through the conference site rather than the travel agency?

Yes, you can. Conferences generally book blocks of hotel rooms at a reduced rate so it is beneficial to book at the lower rate through the conference site.

COVID-19 VACCINATIONS

Is the Question on Vaccination a required response?

Travelers have the option to reply “Yes,” “No,” or “Prefer Not to Answer” to this question. One of the options must be selected to move forward with the completion and submission of the form.

GROUP TRAVEL

Can groups of employees traveling together submit one form?

Whenever more than one person is traveling using the exact same itinerary, all members of the group can submit one form by submitting Form B – Group Domestic Travel Approval Form. For International Travel, on Form C select Group for Question 1, select Group under Type of Travel, add all of the members to Names and Group Contact under Travelers and Group Contact, and complete all of the requested group member information on Page 5 Group Travel Listing.

A member of our group wants to build in some extra time at the end of our trip. Can they be approved as part of our group travel?

If one member of a group will follow a unique itinerary, that Traveler must submit a separate Travel Approval Form, where the entirety of travel and risk planning will be considered under its own merits. In the Purpose of Travel section, the Traveler can reference the details of the group with whom they will be traveling, to assist the Reviewers. Travel expenses for personal travel are not reimbursed, and Procurement will require a quote showing any change in costs resulting from the additional time.

LOCAL TRAVEL

If traveling locally or between neighboring states (i.e., NJ, PA, NY, CT, or DE) does the form need to be completed and submitted?

A Travel Approval Form is not needed for travel within the New Jersey, Pennsylvania, Delaware, New York, and Connecticut area, that is for 2 overnight stays or less. There may be restrictions on discretionary spending for travel within the Traveler’s Rutgers unit that apply. Please contact your Business Office for written approval prior to traveling. A Local and Non-Employee Travel Request Form is submitted to facilitate these expenses. Hotel rooms (minus conference hotels), airfare, and Amtrak travel must be booked through the approved travel agencies to receive reimbursement of these expenses. The Local and Non-Employee Travel Request form will need to be completed and approved prior to booking through the travel agency.
MULTIPLE TRIPS

Can blanket decisions be made for multiple trips to the same location over a period of time?

If the Traveler plans multiple trips that all follow the same itinerary, a single Travel Approval Form for all trips may be submitted, detailing this unique aspect of the request in the Purpose of Travel box on Page 2. The request will be considered for the potential approval of all of the trips at one time. As referenced in the Travel Affirmation on the forms, approval of travel may be changed as a result of new COVID-19 information.

QUARANTINE COSTS

If the Traveler’s destination requires a quarantine period before the Traveler can appear in public, as well as a quarantine period before traveling back to Rutgers, are transportation, hotel, meals, and other expenses associated with these quarantine periods covered by Rutgers?

These costs would all need to be paid through the funding source for the travel expense and must be included in the Estimated Travel Amount entered on the DocuSign form.

REDIRECTING FORMS

Can an Approver redirect a DocuSign form if it needs to be sent to someone else for approval?

Within DocuSign, an Approver can redirect the form to someone else through the following steps:

1. After opening the DocuSign form, on the top right of the screen under “Other Actions” select “Assign to Someone Else.”
2. Input the Rutgers Email Address and Name of the person to whom the form should be reassigned for review and provide the Reason for Changing Signing Responsibility.
3. Click on the “Assign to Someone Else” box at the bottom of the screen.
4. The Sender and New Signer will be notified of the change, and the DocuSign form will be rerouted.

ROLES

What if the Approver is the Traveler?

Travelers who also serve in one of their own Approver roles should complete and submit the Travel Approval Form just as any other Rutgers traveler. They can approve their own request, and will receive the same consideration of their approval request as any other potential Traveler or Requestor.
UNUSED AIRLINE TICKETS

I have an unused ticket that I booked directly with the airline. Can the travel agency use that unused ticket against a new trip?

Our new travel agency, Direct Travel, is able to work with the airline to use your unused tickets to offset a future approved airfare. If your unused ticket was booked with one of our travel agencies, then you need to book your new trip through that specific agency to have the unused ticket applied.