

Form A - Domestic Travel Approval Form

1. Complete form and Submit. Form routes to the Business Office.
2. Once fully approved, the form will be sent to the Traveler, Requestor (if applicable), and RU Travel.
3. RU Travel sends final approved form to Rutgers Travel Agency for booking of air, rail, hotel, and car rental.
4. RU Travel sends email to Traveler and Requestor with booking instructions.
5. Approved form must be attached to expense report.

Traveler and Requestor Information:

Traveler Name: _____	Rutgers Department: _____
Traveler NetID: _____	Chancellor Unit: _____
Traveler Cell Phone: _____	
Traveler email: _____	Requestor Name: _____
Rutgers Address: _____	Requestor Phone: _____
_____	Travel Dates: _____ to _____

Rutgers Affiliation:
COVID-19 Vaccination Status:

I will be fully vaccinated by the date of travel: Yes No Prefer Not Answer

Booster received or scheduled: Yes No

 Purpose
Of
Travel:

For Business Office Use Only:
General Ledger String

Unit (3-digit)	Division (4-digit)	Organization (4-digit)	Location (4-digit)	Fund Type (3-digit)	Business Line (4-digit)	Activity (4-digit)	Account (5-digit)

Project String

Project (6-digit)	Task (3-digit)	Project Name	RU Initiative (6-digit)*

*Optional

Funding Through Rutgers Not Required ____

Type of Travel

<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Candidate
<input type="checkbox"/> Speaker	<input type="checkbox"/> Student	<input type="checkbox"/> Conference (Outside Rutgers)
<input type="checkbox"/> Consultant	<input type="checkbox"/> Other	Group Travel - use Form B - Domestic Group Travel

**Trip Itinerary
(Include all legs
of travel,
Outbound and
Inbound)**

Mode of Travel	Estimated Cost	Departure Date	Departure City	Arrival Date	Arrival City

**To aid reviewers, please attach any additional documentation that can assist them in making an informed decision _____*

If this Domestic Travel Approval Form is fully approved, University Travel will contact the Traveler and Requestor with further instructions. The approved form will be sent to the Rutgers-approved travel agency for travel booking assistance. Following the completion of travel, the final approved form must be attached to the submitted travel/expense report.

Approval or Denial of Travel Request

1) Business Office

Signature: _____

Name: _____

Title: _____

Date: _____

Travel Denied

Reason for Denial:

Travel Requirement Affirmation Related to COVID-19

I, _____, am aware that due to health and safety concerns caused by the Coronavirus 2019 (COVID-19), the federal and many state and local governments have implemented quarantine guidelines and other COVID-19 containment requirements for travelers. While traveling and upon my return, I hereby agree to comply with all federal, state, local, and University requirements and guidance relating to COVID-19. Further, I understand and agree that travel during a pandemic involves a risk of contracting COVID-19, or some other virus or sickness. By engaging in this travel, I acknowledge and accept these risks. By signing this form, I affirm that this travel request meets the criteria of being essential and location-specific, and understand that approval of travel may be changed as a result of new COVID-19 information.

Signature: _____

Name: _____

Date: _____

***Requestors: Please provide the Traveler with this Travel Waiver Form link, so that they can submit this form through DocuSign.**

Questions? Please contact RUTravel@finance.rutgers.edu