



Form B - Domestic Group Travel Approval Form

1. Complete form and Submit. Form routes to 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:

Requestor Name: _____	Rutgers Department: _____
Requestor NetID: _____	Chancellor Unit: _____
Requestor Phone: _____	Group Contact Name: _____
Requestor email: _____	Group Contact Email: _____
Rutgers Address: _____	Group Contact 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
(check all that
apply)

Group Trip Name:			
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Post-doc	<input type="checkbox"/> Other
<input type="checkbox"/> Doctoral	<input type="checkbox"/> Student	<input type="checkbox"/> Master's	

**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 Group 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 Group 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 all the Travelers with this Travel Waiver Form link, so that they can submit this form through DocuSign.

Group Travel Listing

#	Traveler Name	Traveler NetID	Traveler Cell Phone	Traveler Email Address	Vax Status	Waiver Form
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Questions? Please contact RUTravel@finance.rutgers.edu

Group Reference No.: _____