

Rutgers-Sponsored Research and Academic (Form A) Travel Review Process



Approval Process

1. Traveler¹ completes **Form A – Research and Academic Travel Authorization** and submits to travelauth@rutgers.edu
2. Input from Funding Source Budget Office
3. Travel Approval Advisory Group
4. Review by Department Chair
5. Review by School Dean/Center Director
6. Review by Chancellor/Provost or the Executive Vice President for Academic Affairs

↓ Approved

↓ Approved

↓ Approved

↓ Approved

↓ Approved

Approved

Arrangements for Approved Travel

Traveler is contacted by University Procurement Services with further details

Books travel through approved travel agency

Completes International Travel Registration (all international travel)

After travel: appends approved **Form A – Research and Academic Travel Authorization** to Travel/Expense Report

Traveler

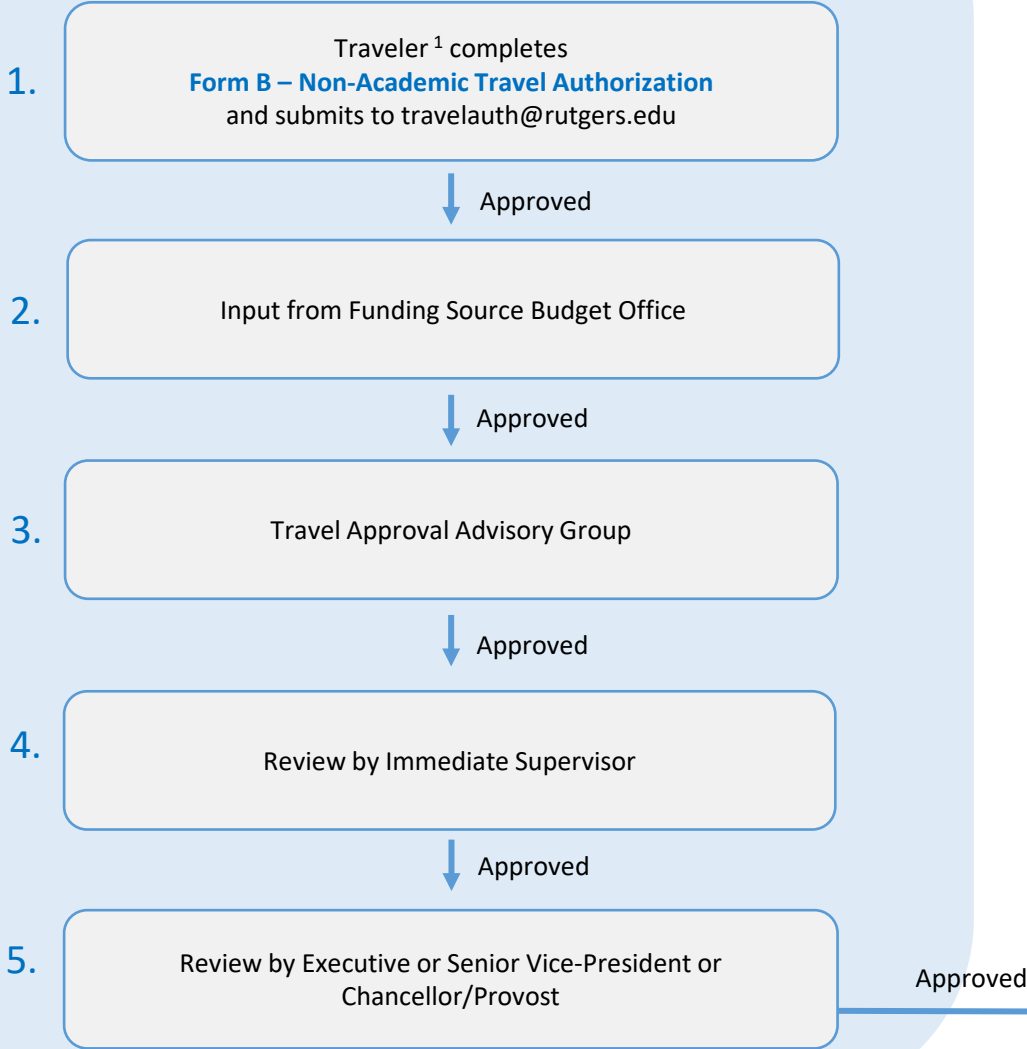
7.

¹ Faculty, Students, Staff, Post-doctoral Fellows, Administrators

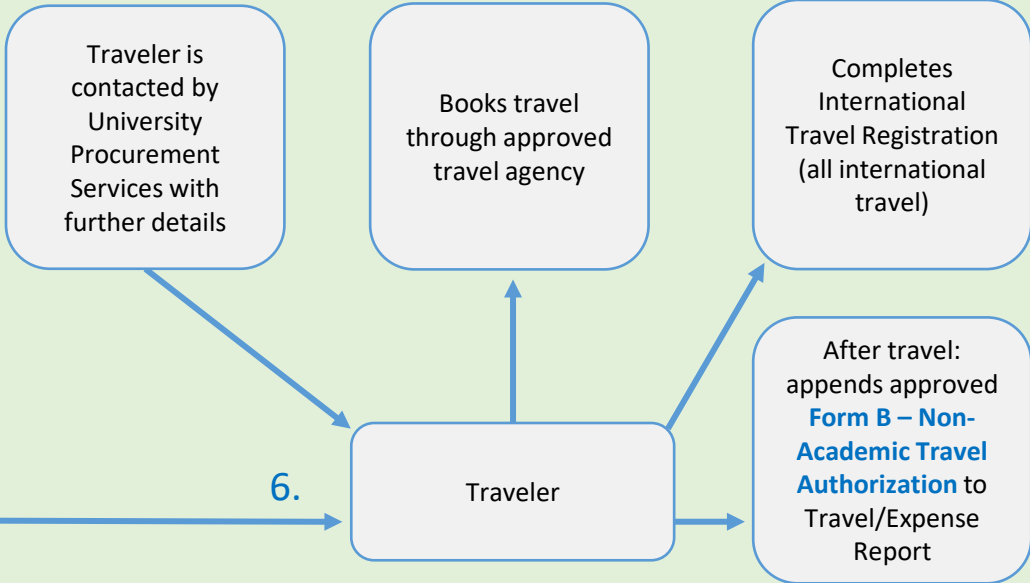
Rutgers-Sponsored Non-Academic (Form B) Travel Review Process



Approval Process



Arrangements for Approved Travel



¹ Faculty, Students, Staff, Post-doctoral Fellows, Administrators

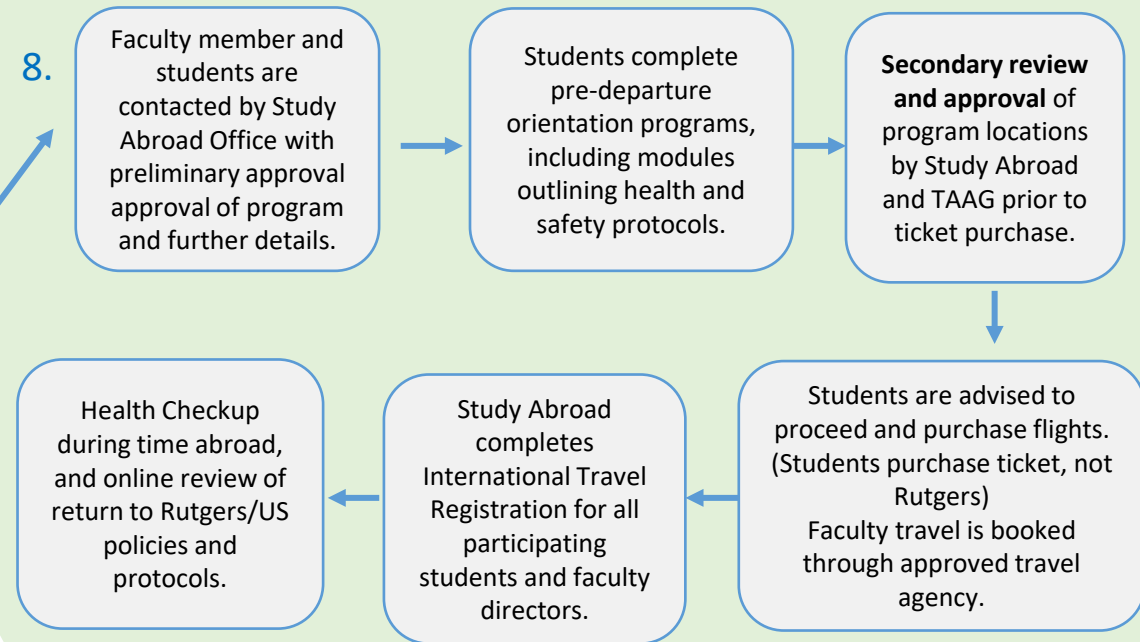
Rutgers-Sponsored Faculty-Led Study Abroad (Form SA-1) Travel Review Process



Approval Process



Arrangements for Travel and Final Approval

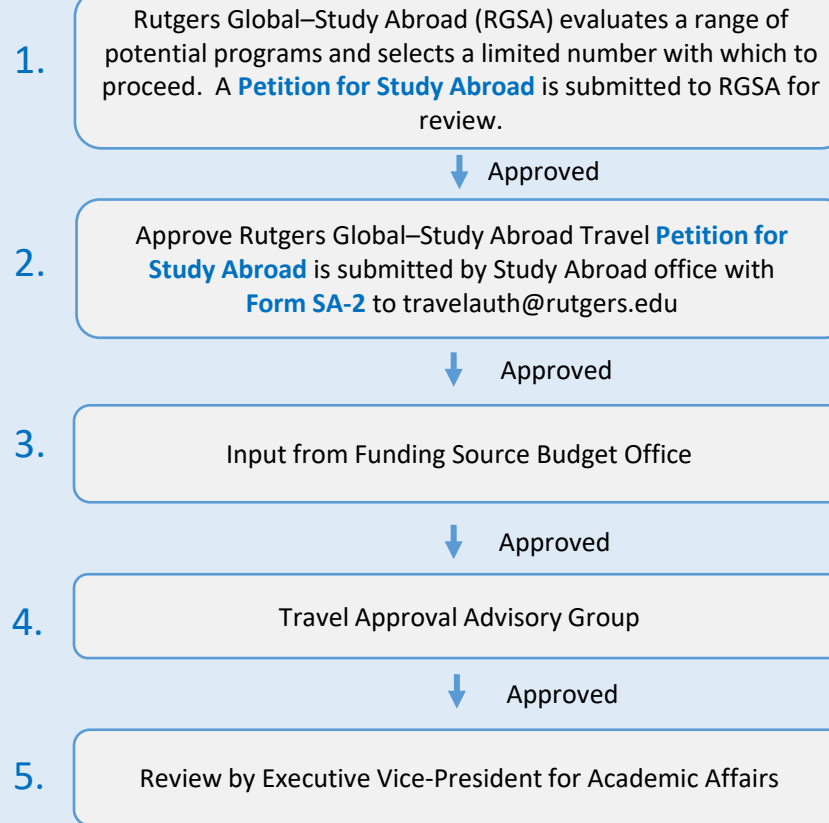


Approved

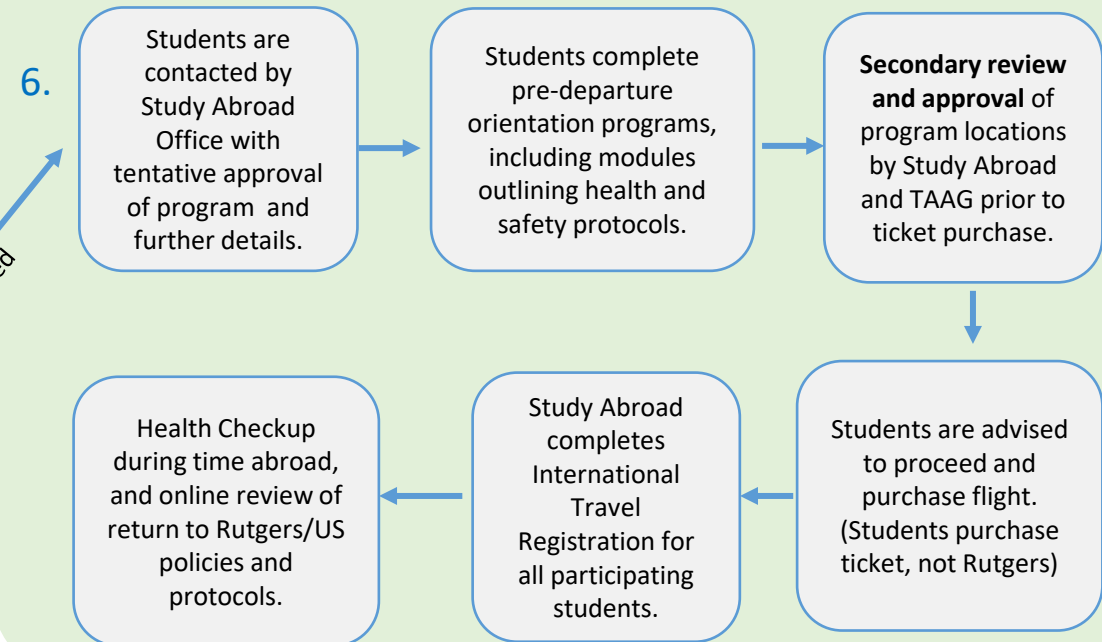
Rutgers-Sponsored External Provider Study Abroad (Form SA-2) Travel Review Process



Approval Process



Arrangements for Travel and Final Approval



Approved