

Kennesaw State University  
College of Computing and Software Engineering  
Travel Guidelines

## Virtual Conferences

- Email your Departmental Chair or Director your request with the following notated:
  - Name of Conference
  - Dates of Conference
  - Registration/Membership fee amounts and link to the conference website (showing the fee options)
- Forward the Chair's email approval and the following documentation to your department's office manager to submit reimbursement request in OwlPay (please cc Brian Ellis):
  - Receipt showing the amount, method of payment, and the remittance panel of the credit card statement that shows the name, address, and the last 4 digits of the card (Fiscal Services wants to match the card on the receipt to the individual requesting reimbursement).
  - If membership is also requested, a fully completed and signed KSU Individual Membership Form <https://fiscalservices.kennesaw.edu/docs/MembershipForm.pdf> is required. (The form may be signed through DocuSign.)
    - If "Other" is selected, prior approval from Compliance is required.
  - A copy of the conference program or a link to the conference website.

## Domestic Travel

- If using an airfare credit, please refer to the email you received about the credit. There are steps that need to be followed to confirm the credit was applied to the booking.
  - Submit a travel request in Concur.
  - Please refer to the Concur training <https://campustraining.kennesaw.edu/course/index.php?categoryid=25> for instructions.
  - Please make sure to add Brian Ellis to the approval flow in Concur, AFTER the Chair.
- Please ensure that the Travel Request has been approved prior to any booking.
  - Please note: Airfare, Rental Car, and Hotel (unless booking the conference hotel to obtain the conference rate) must be booked in Concur.
  - Airfare should only be booked 15-30 days prior to the trip start date. Airfare should not be booked too far in advance.
  - Rental car may be booked further out in advance, due to rental car shortages at this time.
  - Conference hotels may be booked outside of Concur if a special rate is available to attendees. All other hotels should be booked in Concur.

## International Travel

- CDC "COVID-19 travel recommendations by destination", <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

- If using an airfare credit, please refer to the email you received about the credit. There are steps that need to be taken to confirm the credit was applied to the booking.
  - Submit a travel request in Concur.
  - Please refer to the Concur training <https://campustraining.kennesaw.edu/course/index.php?categoryid=25> for instructions.
  - Please make sure to add Brian Ellis to the approval flow in Concur, after the Chair.
- Budget Owners (Chairs, Directors) are required to email OISS (Office of International Safety and Security) at [globalsafety@kennesaw.edu](mailto:globalsafety@kennesaw.edu) with the Traveler's Name BEFORE approving the request in Concur.
  - OISS will be reviewing International Travel Requests in Concur.
    - If the destination country is Level 1 or 2, OISS sends country information and resources to the traveler (including insurance requirements).
    - If the destination country is Level 3 or 4 (or other risk), OISS sends a petition risk review form to the traveler to complete and submit to OISS.
      - OISS will then present the review information to the International Risk Management Advisory Board (IRMAB) who make a recommendation to the AVP of Division of Global Affairs
      - This recommendation will be forwarded to the Provost or President for an official KSU approval/denial decision.
      - OISS will inform the Traveler, Budget Owner, Business Manager, and Fiscal Services of the decision.

## Approval

**Once confirmation of the official KSU Approval has been received, the Budget Owner may approve the travel request in Concur.**

Once the travel request has been fully approved, the Traveler may begin booking their travel. Please note: Airfare, Rental Car, and Hotel (unless booking the conference hotel to obtain the conference rate) must be booked in Concur.