

Kennesaw State University  
College of Computing and Software Engineering  
Travel Guidelines

## Virtual Conferences

- Email your Departmental Chair or
  - 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

9-14-2021

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Budget Owners (Chairs, Directors) are required to email OISS (Office of International Safety and Security) at