Job Aid: 1.03 – Submitting Your Travel Request

1. On the Education Abroad webpage, select “Faculty & Staff Finance Resources and Training” and scroll down to find “Finance Documents > Pre-Departure.” Click on Travel Request Form.

2. Fill out the section “Traveler Information” with your information.

3. Fill out the next section, “Travel Information,” with the details and estimated costs of your travel expenses. Be sure to check that the trip type is “Study Abroad.”

4. Sign the completed form and obtain your supervisor’s signature.

5. The sections labeled “Speedchart” and “Department Manager or PI Name” should be left blank. This area will be filled out by the Education Abroad Operations Coordinator.

6. Submit the form to eaooperations@kennesaw.edu. The EAO will then obtain the appropriate departmental signatures.

7. The EAO Operations Coordinator will review forms to ensure they are complete and a notification email will be sent to the faculty informing them that their form has been received. Faculty will be informed by the Operations Coordinator if their travel request form contains errors and/or missing information and will be asked to resubmit. All faculty going on the program must submit their own travel request form. All communications about travel request forms will be sent by the Operations Coordinator from the eaooperations@kennesaw.edu email account.

8. No bills can be paid and no travel can be booked until this form is submitted and approved.

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