Student Group Travel Check List


☐ Registration
  ☐ Paid on P-card.
  ☐ Paid through OwlPay.
  ☐ Students personal pay method – Reimbursement after travel.

☐ Airfare
  ☐ Booked on P-Card.
  ☐ Booked through Travel Agency – Contact Travel for current listing of travel agencies.
  ☐ Students personal pay method – Reimbursement after travel.

☐ Lodging – Make sure any contracts are submitted to Contract Compliance for review.
  ☐ Paid on P-Card.
  ☐ Booked through Travel Agency – Contact Travel for current listing of travel agencies.
  ☐ Direct bill from hotel – Must state in contract that prepayment is required.
  ☐ Students personal pay method – Reimbursement after travel.

☐ Ground Transportation
  ☐ Driving – Please contact Insurance and Risk Management to ensure the correct training as been taken.
    ▪ Rental Car – Any vendor. Can be paid on P-Card or by student.
    ▪ Personal Car Mileage – Complete comparisons to ensure lowest cost to travel.
  ☐ Bus – Check with Procurement for contracts on bus vendors.
  ☐ Taxis/Uber/Lyft – Paid by student – Reimbursement after travel.

☐ Meals
  ☐ Catering – Direct billed to the University.
  ☐ Students personal pay method – Reimbursement after travel.

Contact the Travel Hotline at (470)578-4394 or email travel@kennesaw.edu with any questions.