

Revised FY 2026

Travel Reimbursement Plan - Faculty & Staff the School of Humanities & Social Sciences

Within any academic year (July 1 through June 30), both tenured and tenured track faculty may be reimbursed for travel expenses associated with travel to present at conferences up to a total of **\$850** for non-tenured faculty travel and **\$500** for tenured faculty travel, pending available funding. Staff funding is available to request.

If you are looking for additional professional development funds (other than the amount allowed this fiscal year), please use the [HSS Funding Support form](#) for your initial proposal. The Dean's office will review your request and notify you of the status and potential funding level for your request.

Please remember Kay is always available to assist faculty with their travel questions and walking them through Concur. Please don't hesitate to ask for help before the trip – it is easier to fix before then when you return. Need an appointment? [Please use this link.](#)

Process:

Prior to Travel

1. Prior to travel, you must inform the college of your intentions and request approval through the Concur system.
 - a. **No later than 20 days prior to travel**, complete a Concur travel request <https://travel.tcnj.edu/concur/>.
2. Enter your request into the Concur system.
 - a. Please be sure to change the Chart of Accounts (COA) on the request to **TCNJ/100000/1600/100/0000/0000/0000/0000**
 - i. Your TCNJ location should be set to default 0000. See this [sample document](#) for guidance.
 - ii. If you are traveling under a different COA (i.e. CGE), please notify Kay that the COA and funding allowances will be different.
 - b. No Cost Trips should go directly into the Concur system. See this [sample document](#) for guidance.
 - c. **If your request exceeds the current allowance amount**, please **add a Department Limit** to your request (use a negative number to bring your total request within this year's allowances) by adding a department limit as an expense.
 - d. **Top Tips to Follow:**
 - i. Get your request into Concur as early as possible; **requests lacking Dean's level approval 14 days prior to travel will not be reimbursed.**
 - ii. **Trip category** should be TCNJ Day Trip or TCNJ Overnight Trip.
 - Use Blanket Travel if you are doing a number of repetitive trips, i.e. student teaching supervision.
 - **"How will you book your travel"**: Choose either External Travel Booking, or No

Booking Needed.

- **Avoid choice #1 Online Booking**, as that is exclusively for trips booking through Anthony Travel.
- iii. Choose **Accommodations** rather than Hotel.
- e. After you submit your request, the Dean's office will review for any potential errors in COA and booking information.
- f. If edits are needed, your request will be sent back to you via the Concur system.
 - i. You **MUST** resubmit after making the edits or your request will not be processed.

After Travel

After travel, you will need to **submit your completed expense report within 30 days.**

1. Log into Concur and under Manage Requests **find your initial request** and all the way over to the right click on the Expense button.
2. Add Travel Allowance to your expense report. This will allow you to add hotel/accommodation and daily per diem expenses once you return.
 1. See [this document for guidance](#).
3. Attach all needed receipts. They must document actual payment.
4. Add Department Limit under Expenses to bring your expense request in line with your approved travel funding amount.
5. **"Submit"** your report.
6. You will receive subsequent emails as the request goes through the system.

A few reminders of policies:

Travel Type: TCNJ policy will not reimburse for Business/First Class expenditures, unless medical documentation supports necessity for an upgraded ticket. Please allow for extra processing time for any request of this type.

Meals: Meals will be reimbursed at the GSA Per Diem rate for the particular travel destination. Refer to GSA Travel Resources for both domestic and international rates. The GSA Per Diem for meal allowances includes incidentals such as tips and applicable sales tax. The payment of GSA per diem does not require the submission of supporting receipts. Concur will calculate this for you.

Meals included as part of the registration fee or in the cost of lodging will not be reimbursed even if the employee chooses not to accept the included meal. Said meal or meals cannot be claimed under the per diem daily allowance; they must be deducted from expenses. Concur will prompt you to acknowledge these meals.

For day trips lasting longer than seven hours, meals will be reimbursed at 75% of the GSA per diem rate for the particular travel destination. Meal costs will not be reimbursed for day trips under 7 hours (standard work day).

Personal Vehicular Travel: TCNJ will not cover gasoline/fuel costs, but does offer mileage

reimbursement and toll costs. Concur will calculate the mileage for you, based on your starting and ending location.

Car Rental: If a car rental is deemed necessary, a justification must be submitted with the Travel Request Form. The College will pay for or reimburse for the rental of up to a full-sized vehicle. Larger vehicles may be rented if there are four or more individuals traveling together, if the traveler is transporting sizeable equipment or if there are other valid College related business needs. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Employees are required to purchase the comprehensive insurance offered by the car rental company. The College will not pay for or reimburse the cost of additional equipment or service add-ons such as navigation or satellite radio. The College will not reimburse the cost of any motor vehicle violations.

Fines for all motor vehicle violations shall be the obligation of the operator of the vehicle.

Fuel charges will be reimbursed at actual cost and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Important Reminders: Even if it is in the travel system, **if the approvals are not received 14 days prior to traveling the provost/president may not approve the reimbursement.**

The system will email you constantly with updates. Please pay attention to these as sometimes there are edits needed and will not be approved without the edits being completed.

Do not select Online Booking unless you are using Anthony Travel, your request will sit in the queue for Anthony and will not move forward.