What A Properly Completed Mileage Log Is Worth

Thanks for attending!

Deb DiPietroantonio
Accounts Payable

FY18
FY19
Why & When to use a Mileage log form
A Mileage Log is for:

1. Daily travel to and from Rowan related functions, events, meetings or to perform daily job requirements (As per job description).

2. To be reimbursed for your mileage, tolls and parking fees.

3. Forms are to be completed after travel/work has occurred. (Please do not predate your reimbursement form). If it hasn’t happened we cannot pay you.

4. Deadline for submitting your completed form is within 45 days of the first day of travel. (Except for FY18- 7/13/18 is the cutoff date)

Note: This form is a Direct Payment, so it will hit your FOAPAL directly; it does not go through Purchasing.
Accounts Payable Year-End Process & Compliance

Are you ready for the Fiscal Year End 2018

- General accepted accounting principles require that goods and services (mileage reimbursement) be charged in the period in which they occur.

- Meaning, if you incur any reimbursable mileage on or before 6/30/18 you will have until 7/13/18 to submit your forms.

- 7/13/18 is the cutoff date to process all Accounts Payable documents that are to be charged to FY18.

**These documents must be received in A/P by this cutoff date.**
Are you ready for the Fiscal Year End
Important Information for all Departments

• Ensure your budget has sufficient funds in the specific account line to cover all payments.

• To be charged to the FY18 budget, services (mileage logged) need to be invoiced on or before 6/30/18.

• Remember that goods & services received/performed on or after 7/1/18 will be charged to the FY19 budget.

• All Completed Rowan University Mileage Logs should be forwarded to the Accounts Payable Department before the cutoff date (7/13/18).
Are you ready for the Fiscal Year End?

• Make sure all your receiving has been completed in banner.

• Purchase orders still open upon the completion of FY18 will be carried forward and charged against FY19 Budget.

• The cutoff dates do not apply to Grants or to Capital funded accounts.

• These are funds beginning with a “5” or “6” for Grants and a “7” for Capital funded accounts.
Accounts Payable

Accounts Payable is responsible for the approving, disbursing, and accounting for all cash disbursements for the University. In addition, the department approves Travel requests and reconciles the Corporate Express office supplies accounts.

The major areas the office handles are:

- Miscellaneous Disbursement Vouchers
- Purchase Order Payments
- Travel Requests
- Expense Vouchers
# Important forms

## Forms

**Note:** These forms are subject to change at any time and without prior notice.

- Entertainment Reception Request
- Independent Contractor Request for Payment Form
- Tax Exempt Forms
  - NJ
  - FL
- Vendor Payment Authorization Agreement (ACH/Direct Deposit Form)
- Void Check Request
- W-9 IRS Request for Taxpayer Identification Number and Certification
- W-9 Rowan University
- Wire Transfer Request

### Miscellaneous Disbursement Vouchers
- MDV - Bursar
- MDV - Foundation
- MDV - General
- MDV - SGA
- MDV - SJ Tech Park
- MDV - Tuition Reimbursement

### Travel
- Attendance Form
- Clergy Act Student Trip Form
- Domestic Travel - Statement of Understanding & Agreement
- Mileage Only
  - 2018
  - 2017
- Relocation Expense Form
  - 2018
  - 2017
- Travel Abroad - Waiver, Release & Indemnification
- Travel Expense - Sample
  - 2015
  - 2017
- Travel Request
  - 2019
  - 2017
  - US Per Diem Rates
  - Foreign Per Diem Rates

*Note: Adobe Reader needed to fill out pdf forms. Click here to download.*
**Rowan University Mileage Log**

<table>
<thead>
<tr>
<th>Employee:</th>
<th>Department Head:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Budget:</td>
</tr>
<tr>
<td>ID:</td>
<td>Accounts Payable:</td>
</tr>
<tr>
<td>Extension:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>Rate: .545</td>
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<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Mileage:</td>
</tr>
<tr>
<td></td>
<td>Total Tolls:</td>
</tr>
<tr>
<td></td>
<td>Total Reimbursement: 0</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7215</td>
<td></td>
<td>$0.00</td>
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<tr>
<td></td>
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<td>7216</td>
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</tbody>
</table>
FOAPAL’S

Please enter your fund, organization and program codes for the corresponding accounts
(Funds need to be available in your budget for the mileage codes).

Grand totals will auto fill here as you complete the next section

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Grand Total</th>
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<td>7215</td>
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<td>7216</td>
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</tbody>
</table>
Begin here

Fill in all required information:
Date, Starting Location, Destination, Description Notes, Mileage figures and Toll/Parking fees

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Location</th>
<th>Destination</th>
<th>Description/Notes</th>
<th>Mileage</th>
<th>Tolls</th>
<th>Reimbursement</th>
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</thead>
<tbody>
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</table>

I HEREBY CERTIFY THAT THE MILEAGE AND TOLL EXPENSE INDICATED ABOVE WAS ACCOMPLISHED IN THE PERFORMANCE OF OFFICIAL DUTIES PENDANT TO TRAVEL AUTHORITY GRANTED TO ME. I ALSO CERTIFY THAT ON THE DATE(S) WHEN THE ABOVE ITEMS OF EXPENSE WERE INCURRED, THE VEHICLE I WAS USING ON UNIVERSITY BUSINESS WAS COVERED BY LIABILITY INSURANCE.

(SIGNATURE OF CLAIMANT)
Attach Supporting Documents

ALL TOLL AND PARKING RECEIPTS MUST BE TAPED ON A SHEET OF PAPER AND STAPLED WITH THE MILEAGE MAP TO YOUR FINISHED FORM

Toll Receipt

Parking Receipt

Mileage Backup

Google Maps

Rowan University School of Osteopathic Medicine
Rowan University

Send directions to your phone

Via Hurffville Grenloch Rd
Fastest route now due to traffic conditions
32 min
11.9 miles

Via Greentree Rd
The usual traffic
32 min
12.0 miles

Via NJ-55 S
The usual traffic
33 min
16.3 miles

Rowan University
**Rowan University Mileage Log**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Location</th>
<th>Destination</th>
<th>Description/Notes</th>
<th>Mileage</th>
<th>Tolls</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/18</td>
<td>Rowan Univ 201 Mullica Hill Rd Glassboro, NJ</td>
<td>42 E. Laurel Rd Stratford, NJ</td>
<td>Meeting</td>
<td>24</td>
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<td>13.08</td>
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<td>Rowan Univ 201 Mullica Hill Rd Glassboro, NJ</td>
<td>42 E. Laurel Rd Stratford, NJ</td>
<td>Meeting</td>
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<td>01/15/18</td>
<td>Rowan Univ 201 Mullica Hill Rd Glassboro, NJ</td>
<td>1505 E. Sherman Ave Vineland, NJ</td>
<td>Training at Inspira Health</td>
<td>43.6</td>
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<td>01/17/18</td>
<td>Rowan Univ 201 Mullica Hill Rd Glassboro, NJ</td>
<td>1 Borgata Way Atlantic City, NJ</td>
<td>Trade Show</td>
<td>87.8</td>
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<td>01/18/18</td>
<td>Rowan Univ 201 Mullica Hill Rd Glassboro, NJ</td>
<td>1 Borgata Way Atlantic City, NJ</td>
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<td>26</td>
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<td>01/24/18</td>
<td>Rowan Univ 201 Mullica Hill Rd Glassboro, NJ</td>
<td>212 Broad St. Philadelphia, PA</td>
<td>Recruitment Event</td>
<td>44.2</td>
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<tr>
<td>01/24/18</td>
<td>-</td>
<td>212 Broad St. Philadelphia, PA</td>
<td>Parking Fee</td>
<td>$12.00</td>
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</tr>
</tbody>
</table>

CLAIMANT MUST SIGN HERE

**Are you correct?**

Total Mileage: 311.4
Total Tolls: $21.50
Total Reimbursement: 191.214

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I hereby certify that the mileage and tolls listed (indicated above) was accomplished in the performance of official duties pursuant to travel authority granted to me. I also certify that on the return, when the above items of expense were incurred, the vehicle was being on university business was covered by liability insurance.

(SIGNATURE OF CLAIMANT)
Things to remember

1. Are the name, address, banner ID number, department and email for the Claimant correct.

2. Are all supporting documents are attached to the form (loose receipts need to be taped down).

3. Form is signed by Claimant before sending to Department head for approval.

4. See Attachment 7 of the Travel Policy for scenarios when calculating mileage reimbursement. **Travel Policy Attachment 7**

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**Substantiation and Original Receipts**

In order for a business expense to be approved and reimbursed, it must be properly substantiated. Original receipts for all expenditures are required. This policy also lists substantiation and original receipt elements required to pay allowable business expenses.

For more information on the Accounts Payable Policies please go to our website.  [Accounts Payable - Index](#)
Approval process once completed by claimant

1) Department head reviews, prints and signs their name

2) If mileage is being paid through a grant, please forward to Office of Sponsored Programs (OSP) for their review and approval. Otherwise, forward directly to Accounts Payable

3) Accounts payable then reviews for compliance, correctness and a signature of approval.

4) Reimbursement is now processed. Either a check is issued or a direct deposit will occur. (Direct deposit is recommended and involves 3 simple steps for current employees)

   Email directdeposit@rowan.edu with the following information:
   1. Provide your name
   2. Banner ID number
   3. Last four numbers of your bank account

   Contact Miranda Salvatore (x64043) or Ana Cardona-Parra (x64335)
Are you ready for FY19
Dates to remember

• All mileage, tolls and parking receipts dated on or before 6/30/18 will be charged to FY18.

• All mileage, tolls and parking receipts dated after 7/01/18 will be charged to FY19.

• The cutoff date to process all Accounts Payable documents charged to FY18 is 7/13/18.

• Please make sure all Invoices, Travel Expense Vouchers, Mileage Logs and MDV’s are in the A/P office by this cut off date.
Questions & Comments
We appreciate your feedback!

Please view this QR code in the camera on your phone and then open the survey from the top of the screen. Please complete the survey or go to this link from your smart phone: https://tinyurl.com/finfy18