



Concur: Monthly Day Travel Expense Report

What is Day Travel?



Day Travel

What is considered Day Travel?

Day Travel consists of attending official University business without the need to stay overnight. A Request or encumbrance number is not required for Day Travel. Reimbursable expenses for Day Travel include: mileage, tolls, parking, conference fees, workshop fees, or training fees. The University's preferred method of submission for Day Travel is a Monthly Expense Report. This will streamline the process by reducing submissions, approvals, and cash disbursements.

Who needs to submit Day Travel?

All faculty and staff should submit for Day Travel reimbursable expenses.

When is Day Travel submitted?

Day Travel should be submitted within 45 days after the monthly travel was completed.



Day Travel

What is Concur Travel and Expense?

Concur Travel and Expense will replace our current paper-based travel system and become the system of record in facilitating all of your University travel needs.

Concur will integrate encumbrances, travel bookings, and expense reporting into a single system of record. Through this technology, administrative functions will be consolidated, thereby allowing you to seamlessly request travel, receive approval for travel, book travel, and submit travel-related expenses. Our strategy is to improve customer satisfaction, increase operational efficiency, streamline processes, and improve transparency of travel and expense by automating T&E processing.

SAP Concur





Day Travel



IMPORTANT

- ✓ Create **one Expense Report per month** for all car mileage and related expenses.
- ✓ Remember mileage can only be submitted when employees use their *private vehicles* for official University business.
- ✓ Mileage reimbursement will be made at the prevailing IRS business rate or NJ State grant rate.
- ✓ Day Travel should be submitted within 45 days after the monthly travel was completed.
- ✓ Deduct your daily commute when leaving from home. Individuals will be reimbursed for miles incurred in excess of their daily commute.



Day Travel



IMPORTANT

- ✓ Enter a separate line item for each one way trip that you have made. Don't forget your return mileage if it was a round trip.
- ✓ Utilize the "Campus to Campus" mileage when traveling between Rowan Glassboro, CMSRU Camden, and Rowan SOM Stratford. Campus to Campus mileage is predetermined miles between our three campuses and was created to streamline our travel procedures.
- ✓ Per diem meals are not authorized for Day Travel.



Day Travel



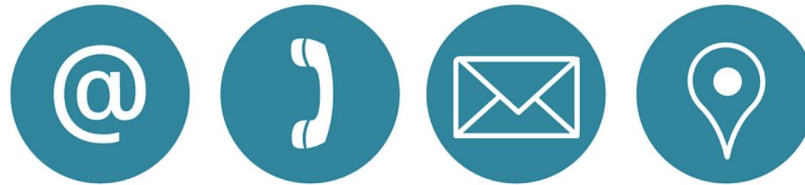
IMPORTANT

- ✓ When creating an Expense Report for personal car mileage reimbursement, choose Travel Account 7216. Personal car mileage will be charged to 7215 behind the scenes.
- ✓ Attach receipts for any expenses over \$25.00.
- ✓ Do not submit your mileage Expense Report until you have completed all University official business travel for the month.
- ✓ You do not need a Request or Encumbrance number (E#) for your Monthly Mileage Expense Report.
- ✓ Refer to the Travel Policy for guidelines of all Day Travel and mileage reimbursement information.



Contact Us

Contact Us



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