



# Student Travel Process

September 12, 2024



# Agenda

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- Overnight Travel
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# Day Travel

Day travel does not require a pre-approved travel request — no encumbrance # needed





# Day Expense Form

- To be submitted within **45 days** after the monthly travel has occurred, if reimbursement is required
  - Approvals Needed
    - Department Head/Dean
    - Grants, if applicable
    - Accounts Payable



# Accounts Payable

- Mileage- include a copy of Google map showing the mileage calculation
  - Utilize the physical street address
    - ex. 2000 Clements Bridge Rd Deptford, NJ instead of Deptford, NJ
  - Mileage is reimbursed in lieu of fuel
- Uber & Lyft - include the destination address (ex. to conference or event site)
- Receipt/Order Confirmation showing what was purchased (ex. registration, parking, tolls) & the amount
- Proof of payment = credit card statement or copy of the credit card that matches the last 4 digits shown on the receipt
- Meals are not permitted with day travel, unless specified by the Grant funding the expense



# Overnight Travel

All overnight travel requires a pre-approved travel request – encumbrance # needed

# Domestic Travel Request Form

## Student Domestic Travel Request

**\*\* For AP use Only \*\***

Encumbrance No. \_\_\_\_\_

E \_\_\_\_\_

### Section 1 - Purpose

Students authorized to travel overnight on official Rowan University business.

### Section 2 - Traveler's Information

Date: \_\_\_\_\_ Title: \_\_\_\_\_ Banner ID #: \_\_\_\_\_  
 Traveler's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Admin. Asst.: \_\_\_\_\_ Admin. Asst. Banner ID #: \_\_\_\_\_ Admin. Asst. Phone: \_\_\_\_\_  
 Admin. Asst. Email: \_\_\_\_\_ Dept. Name: \_\_\_\_\_ Dept. Building: \_\_\_\_\_

### Section 3 - Destination & Purpose

Destination City & State: \_\_\_\_\_ Conference Name: \_\_\_\_\_  
 Conference Dates: \_\_\_\_\_ Reason for Travel: \_\_\_\_\_  
 List of other students / employees on the same mission: \_\_\_\_\_

**SUPPORTING DOCUMENTATION REQUIRED:** Please include one or more of the following: Conference brochure, registration form, or information printed from a website.

### Section 4 - Estimated Travel Expenses (For more information please visit: [Travel Policy](#))

Date		Items	Description of Estimated Travel (In Detail) <i>(Examples: Airline Name, Hotel name, Conference, Registration, Per Diem)</i>	Estimated Cost
From	To			
		▼		
		▼		
		▼		
		▼		
		▼		
		Mileage	Miles @ .67	0.00
<b>Please note:</b> Meals included as a part of the registration fee will be deducted from the per diem payment. Federal Domestic: <a href="#">US per diem rates</a> IRS: <a href="#">Standard Mileage Rates</a>				Estimated Travel Expenses 0.00

### Section 5 - Traveler Consent (Print and Sign)

I hereby certify that this travel request is an estimate of expenses that will be incurred while traveling on official Rowan University Business and is being submitted prior to traveling on official Rowan University Business.

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

### Section 6 - Accounting Information

Index #	Fund #	Organization #	Account #	Program #	Amount
			▼		
			▼		
			▼		
Account # 7215 is used for mileage expense. Account # 7216 is used for employee travel and all other travel expenses (example: tolls, parking, registration, hotel and airfare). Account # 7217 is used for student travel.				<b>Approved Amount to be Encumbered:</b> \$	0.00

### Section 7 - Appropriate Approvals (Print and Sign)

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_  
 Division: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_  
 Grants: \_\_\_\_\_ Date: \_\_\_\_\_ Funds Available:   
 Accounts Payable: \_\_\_\_\_ Date: \_\_\_\_\_





# Domestic Travel Request

- To be submitted & approved at least **4 weeks** prior to the departure date
  - Approvals needed
    - Department Head
    - Division Head
    - Grants, if applicable
    - Accounts Payable
- Include all travel expenses, but list expenses that will be charged to a Pcard or paid via PO as \$0 so that those amounts are not included in the encumbrance



# Grants, if applicable

- Check grant budget for allowability and to make sure there are enough funds in the account to cover expenses (OK to approve if enough money in pooled accounts)
- Do budget transfer if requested by department
- Check to make sure there is documentation supporting the request
- Check to make sure form has required signatures (Post award signatures include Post award specialist and either Lisa Ciliberto or Rita Piccioni)
- Send signed form to A/P for processing



# Accounts Payable

- One request per student
- Conference Brochure/Flyer/Website screenshot with the start & end date of the conference as well as the location of the travel
- Hotel Name & Address Information
- Copy of Per Diem screenshot obtained from [U.S. Department of State Lodging and Food Per Diem Rates](#)
- Signed [Rowan University Release and Waiver](#)





# International Travel Request

- To be submitted & approved at least **4 weeks** prior to the departure date
  - Approvals needed
    - Department Head
    - Division Head
    - Study Abroad Office (student travel only)
    - Export Control
    - Grants, if applicable
    - Accounts Payable
- Include all travel expenses, but list expenses that will be charged to a Pcard or paid via PO as \$0 so that those amounts are not included in the encumbrance



# Study Abroad Office

- Approval given:

## Department of State Travel Advisory

- Level 1: Exercise normal precautions - travel permitted
- Level 2: Exercise increased caution - travel permitted
- Level 3: Reconsider travel - travel unlikely, but MAY be permitted with further approval from Provost
- Level 4: Do not travel - travel \*not\* permitted





# Grants, if applicable

- Receive international request form from Research Compliance (Priscilla Lyons)
- Check grant budget for allowability and to make sure there are enough funds in the account to cover expenses (OK to approve if enough money in pooled accounts)
- Do budget transfer if requested by department
- Check to make sure there is documentation supporting the request
- Check to make sure form has required signatures (Sarah Piddington signs under Export Controls/Post Award Specialist signs under Grants)
- Send signed form back to Priscilla Lyons for processing





# Accounts Payable

- One request per student
- Conference Brochure/Flyer/Website screenshot with the start & end date of the conference as well as the location of the travel
- Hotel Name & Address Information
- Copy of Per Diem screenshot obtained from [U.S. Department of State Lodging and Food Per Diem Rates](#)
- Signed [Rowan University Release and Waiver](#)



# Travel Expense

If reimbursement is required





# Travel Expense

- To be submitted **10 days** after the travel has occurred
  - Approvals needed
    - Department Head/Dean
    - Grants, if applicable
    - Accounts Payable



# Grants, if applicable

- Check grant budget for allowability and to make sure there are enough funds in the account to cover expenses (OK to approve if enough money in pooled accounts)
- Do budget transfer if requested by department
- Check to make sure all supporting documentation/receipts are attached
- Check to make sure proof of payment is included if applicable
- Check to make sure form has required signatures (Post award signatures include Post award specialist and either Lisa Ciliberto or Rita Piccioni)
- Send signed form to A/P for processing



# Accounts Payable

- Receipt/Order Confirmation showing what was purchased & the amount
- Proof of payment = credit card statement or copy of the credit card that matches the last 4 digits shown on the receipt
- Mileage- include a copy of Google map showing the mileage calculation
  - Utilize the physical street address
    - ex. 2000 Clements Bridge Rd Deptford, NJ instead of Deptford, NJ
  - Mileage is reimbursed in lieu of fuel
- Uber & Lyft - include the destination address (ex. to hotel, conference or airport)
- Hotel- include folio or receipt that shows the full breakdown of the charge as well as the dates
- Airfare- include receipt that shows airfare class
  - travel insurance not reimbursable
- Utilize [U.S. Department of State Lodging and Food Per Diem Rates](#) to calculate per diem & include printout
  - include conference agenda showing any meals provided

# Proof of Payment Example

## Itemized Receipt with CC Info Listed

Dos Amigos Restaurant  
New York, NY

SALE

12-12-2014 10:32 AM

Batch #:04A2A  
APPR CODE:3A6CE  
Trace: 9  
VISA \*\*\*\*1245

1 Tacos Del Mal Shrimp	14.98
1 Especial Salad Chicken	12.50
1 Fountain Beverage	1.99

Sub-total: 29.47  
Sales Tax: 2.50  
Total: 31.97

TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

APPROVED  
THANK YOU  
CUSTOMER COPY

## Credit Card with matching 4 digits





# Proof of Payment Example

Itemized Receipt without CC Info Listed

Dos Amigos Restaurant  
New York, NY

SALE

12-12-2014 10:32 AM

Batch #:04A2A  
APPR CODE:3A6CE  
Trace: 9

1 Tacos Del Mal Shrimp	14.98
1 Especial Salad Chicken	12.50
1 Fountain Beverage	1.99
Sub-total:	29.47
Sales Tax:	2.50
Total:	31.97
TIP:	_____
TOTAL:	_____

APPROVED  
THANK YOU  
CUSTOMER COPY

Redacted bank statement showing the charge & the name of the individual being reimbursed

## EXAMPLE BANK STATEMENT

*Customer Number*  
John Doe

*Account Summary*  
Opening Balance [REDACTED]  
Total Credits [REDACTED]  
Total Debits [REDACTED]

**Closing Balance** [REDACTED]

*Details of your account For the period from* 1 Dec 2014 to 31 Dec 2014

Date	Description of transactions	Debit	Balance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
12-Dec	Dos Amigos Restaurant - 04A2A	31.97	[REDACTED]



# Expense Report Tips



## AIRFARE OR TRAIN

- Receipt should show that Economy/Coach Class was purchased
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the airfare receipt
- Main Cabin Extra, Preferred Seating, Delta Comfort, Extra Leg Room, American Airline: Paid Seat is not reimbursable & cannot be included in the total amount being reimbursed



## BAGGAGE

- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the baggage receipt
- An excessive baggage fee charged due to personal property needs to be deducted from the expense report

## HOTEL

- Itemized hotel folio needs to be attached
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the hotel receipt
- Deduct any days the hotel room was not used for approved business purpose travel
- Any meals charged on the hotel folio need to be deducted from the hotel amount being reimbursed
- Any room upgrade fees (ex. Hotel suite) are not reimbursable & cannot be included on the expense report

## MEALS/ EXPENSES & ADJUSTMENTS

- Attach the conference agenda
- Utilize the Travel Allowance feature in Concur to apply per diem
- Any meals provided by the conference need to be deducted from the per diem
- Per diem for personal travel days needs to be excluded

## INTERNATIONAL RECEIPTS

- Currency converter feature should be utilized to convert receipts that are in a foreign currency
- Lodging and food per diem rates apply: [U.S. Department of State | Home Page](#)
- Credit card statement should be included showing amount paid in USD

# EXPENSE REPORT TIPS

## TAXI/ SHUTTLE/ UBER/ LYFT

- Receipt or expense line item should include the departure and return location of the trip
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the taxi/shuttle/Uber/Lyft receipt
- Taxi/Uber/Lyft used for transportation to/from restaurants or excursions are not reimbursable & cannot be included on the expense report
- Uber/Lyft Premium Services are not reimbursable
- Uber/Lyft Priority Pickup Upgrade is not reimbursable

## RENTAL CAR

- Receipt should show that Economy Class was purchased
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the rental car receipt
- Deduct any days the rental car was not used for approved business purpose travel

## PARKING

- Economy lot must be utilized
- Proof of payment needs to be present – credit card statement or copy of the credit card that matches the last 4 digits shown on the parking receipt
- Parking lot services such as White Glove Service are not reimbursable & cannot be included in the total amount being reimbursed

## MILEAGE

- For day travel, the business purpose of the travel needs to be included in the "purpose of the trip" field. Ex. Event name, project name, etc.
- Deduct normal work commute if travel occurred on a normal workday (make a comment if there is a special circumstance like a scheduled remote day/holiday)
- The mileage calculator must be used and applied to all personal car mileage entries
- A physical street address must be included on all mileage entries
- If utilizing paper forms, the Google Map copy needs to be attached showing the route being reimbursed

## EXTRA TIPS

- Include receipts for expenses over \$35
- Timely submission:  
Day Travel must be submitted **45 days** after monthly travel has been completed  
Overnight Travel must be submitted **10 days** after travel has been completed



# When Students are Traveling with Employees

- Employee should process their own travel request in Concur with all of their own estimated expenses
- Student (s) should process their own travel request via paper travel form with all of their own estimated expenses
- After the travel, if the employee paid out of pocket for any of the student's expenses, they can include those items on their expense report in Concur
  - list the student's encumbrance number
  - allocate those expenses to student travel account code - 7217



# Payment Methods

- Rowan's Travel Agent, [Direct Travel](#) for airfare & lodging — with an approved encumbrance #
- University [Pcard](#) — with approved encumbrance # email as backup
- Personal Credit Card



# Chat with Travel Sessions

- These sessions provide Rowan faculty and staff the opportunity to pop in at their convenience to chat with the travel team in an open WebEx session. An AP travel team member is available once a week from 9:30am-1pm and 2pm-3:30pm to discuss any travel questions, comments, or concerns.
- Visit AP's [News and Updates](#) webpage to see upcoming dates listed in the Daily Mailers



# Contact Information

- For **Accounts Payable** Related Questions: [Accounts Payable Webpage](#)
- For more information specifically related to **Student Travel**: [Student Travel](#)
- Email [AskTravel@rowan.edu](mailto:AskTravel@rowan.edu)
- To learn more information about applying for and/or utilizing a **Pcard**: visit Procurement's webpage-  
[Purchasing Cards](#)
- [Export Control](#)
- [Study Abroad](#)



**Questions?**