



# ACCOUNTS PAYABLE

# Traveling on Behalf of Rowan

## BEFORE YOU GO:



Scan Me!

- Log into Concur: [go.rowan.edu/ConcurTravel](http://go.rowan.edu/ConcurTravel)
- Set up your Concur Profile
- Complete the Personal Info Section & verify the Request/Expense Approver field is filled in

### READ

Rowan University's Travel Policy to learn what can be reimbursed

### REVIEW

Concur's Training site for Training Videos, Guides, and FAQs

## REMEMBER:

If you're traveling overnight, you MUST have a pre-approved Travel Request with an encumbrance # before booking  
\*MUST be fully approved 4 weeks prior to traveling

## ADDITIONAL RESOURCES

Email: [asktravel@rowan.edu](mailto:asktravel@rowan.edu) with inquiries or to set up 1:1 training  
Weekly dates for Chat With Travel Webex Sessions can be found on AP's Website:  
[sites.rowan.edu/accounts payable/travel/](http://sites.rowan.edu/accounts payable/travel/)

## PAYMENT METHODS FOR BOOKING TRAVEL:

- University P-Card
- Rowan's Travel Agent, Direct Travel
- Personal credit card, to be reimbursed later (least preferred)

## Overnight Travel- After travel is complete:

- **Submit an Expense Report that is connected to the approved Travel Request for reimbursable and university-paid items**
  - Utilize the Expense Report Tip Sheet found on Accounts Payable's website
  - Ensure you keep all itemized receipts for reimbursement submission
  - Submit report **within 10 days** of return date

## Day Travel:

- Does not require pre-approval or an encumbrance #
- Submit report **within 45 days** of the monthly travel