



ACCOUNTS PAYABLE

Traveling on Behalf of Rowan

BEFORE YOU GO:



Scan Me!

- Log into Concur: 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 prior to traveling



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 **30-45 days** after the end of travel

Day Travel:

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

ADDITIONAL RESOURCES

Email: 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/