How to prepare & submit the **Travel Expense Form**.

Created by Miranda Salvatore
Accounts Payable
We hope you had a safe trip and you remembered to...
Shuttle, Taxi’s, Airfare, Hotel, Parking, Baggage fee, Tolls, etc.

Keeping all the receipts for items paid, will make completing the form a breeze and the reimbursement much faster.

The Missing Receipt Affidavit form and credit card statements are **no longer accepted** as proof of payment for travel reimbursements.

**We must have itemized receipts.**

**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. The policy also lists substantiation and original receipt elements required to pay allowable business expenses.
**Example of acceptable receipt**

**Vendor:**

**COURTYARD by Marriott**

**Traveler's Name:**

D. Kotzochyn

**Dates:**

**Arrive:** 22-Jun-16  **Time:** 06:11PM  **Depart:** 25-Jun-16  **Time:**

**Room:** 303  **Room Type:** GENR  **Number of Guests:** 1  **Rate:** $239.00  **Card:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-Jun-16</td>
<td>Room Charge</td>
<td>239.00</td>
<td></td>
</tr>
<tr>
<td>22-Jun-16</td>
<td>State Occupancy Tax</td>
<td>13.62</td>
<td></td>
</tr>
<tr>
<td>22-Jun-16</td>
<td>City Tax</td>
<td>14.34</td>
<td></td>
</tr>
<tr>
<td>22-Jun-16</td>
<td>Convention and Tourism Tax</td>
<td>6.57</td>
<td></td>
</tr>
<tr>
<td>23-Jun-16</td>
<td>Room Charge</td>
<td>189.00</td>
<td></td>
</tr>
<tr>
<td>23-Jun-16</td>
<td>State Occupancy Tax</td>
<td>10.77</td>
<td></td>
</tr>
<tr>
<td>23-Jun-16</td>
<td>City Tax</td>
<td>11.34</td>
<td></td>
</tr>
<tr>
<td>23-Jun-16</td>
<td>Convention and Tourism Tax</td>
<td>5.20</td>
<td></td>
</tr>
<tr>
<td>24-Jun-16</td>
<td>Room Charge</td>
<td>239.60</td>
<td></td>
</tr>
<tr>
<td>24-Jun-16</td>
<td>State Occupancy Tax</td>
<td>13.62</td>
<td></td>
</tr>
<tr>
<td>24-Jun-16</td>
<td>City Tax</td>
<td>14.34</td>
<td></td>
</tr>
<tr>
<td>24-Jun-16</td>
<td>Convention and Tourism Tax</td>
<td>6.57</td>
<td></td>
</tr>
<tr>
<td>26-Jun-16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amounts**

**Total Amount:** 763.37  

**Note:** This card was electronically swiped on 22-Jun-16. 

**Method of Payment:**

**Card #:**  

**Amount:** 763.37  

**Signature on File:**

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

**Rowan University**
Getting started

Accounts Payable

The Accounts Payable/Cash Management Department 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
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
  - Clery Act Student Trip Form
  - Domestic Travel - Statement of Understanding & Agreement
  - Mileage Only
    - 2018
  - Relocation Expense Form
    - 2018
  - Travel Abroad - Waiver, Release & Indemnification
  - Travel Expense - Sample
    - 2018
  - Travel Request
    - 2018
    - US Per Diem Rates
    - Foreign Per Diem Rates
  - International Travel Request
    - 2018
  - Travel Prepayment
    - 2018
# Travel Expense Form

**Travel Expense**

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**Rowan University**

**Date:** 
**Encumbrance No.:** 

**Traveler’s Name:** 
**Employee ID #:** 

**Address:** 
**Department:** 

**City:** 
**State:** 
**Zip:** 

**Destination:** 
**(City & State):** 
**Conference Name:** 

**Purpose of Trip:** 

---

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Items</th>
<th>Description of Expense (In Detail)</th>
<th>Miles Only</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Subtotal:** 

**Total Miles:** 
**0 x 0.545 = 0.000** 

**Grand Total:** 

---

**Approval:** 

Dept. Head/Project Director/Dean

---

**Grants:** 
**Accounts Payable:**

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**Fill in below the FOAP to be charged:**

<table>
<thead>
<tr>
<th>Index #</th>
<th>Fund #</th>
<th>Organization #</th>
<th>Account #</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Please note: Meals included as a part of the registration fee are deducted from the per diem payment. Use Account # 7215 for mileage. Use Account # 7216 for all other travel expenses and employee travel (example: tolls, parking, registration, hotel and airfare). Use Account # 7217 for student travel. IRS: Standard Mileage Rates, Federal US per diem rates, Foreign per diem rates.

Revision 01/02/2010
Who Travelled?

Rowan University

Travel Expense

Date: ____________________________
Encumbrance No.: ____________________________
Traveler’s Name: ____________________________
Employee ID #: ____________________________
Address: ____________________________
Department: ____________________________
City: ____________________________ State: ____________________________
Zip: ____________________________
Destination: ____________________________ Conference Name: ____________________________
(City & State) ____________________________
Purpose of Trip: ____________________________
Out-of-Pocket expenses for the trip?

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Items</th>
<th>Description of Expense (In Detail)</th>
<th>Miles Only</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Air Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baggage Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: Total Miles $0 \times 0.545 = 0.000$

Grand Total: $0$

(Please attach original receipts.)

There must be a paid receipt for each item listed on this form. Map printout must be included if mileage is included.
Finding your per diem based on the travel destination

http://www.gsa.gov/portal/content/104877

Click on the link above, GSA Per Diem Rates website will appear.
Enter the state & city you are travelling to, then click “Find Rates”

Example:
Orlando, Fl.
**Meals included as part of the registration fee will be deducted from the per diem rate. Please include a copy of this printout with your travel expense.**

FY 2018 Per Diem Rates for Orlando, Florida

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

### M&IE (meals & incidentals)

#### Daily per diem amount

<table>
<thead>
<tr>
<th>Primary Destination (1, 2)</th>
<th>County (3, 4)</th>
<th>2017 Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2018 Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>M&amp;IE (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orlando</td>
<td>Orange</td>
<td>$129</td>
<td>$129</td>
<td>$129</td>
<td>$129</td>
<td>$129</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$121</td>
<td>$129</td>
<td>$59</td>
</tr>
</tbody>
</table>
**Meals included as part of the registration fee will be deducted from the per diem rate.**
If submitting restaurant receipts, be sure they are itemized.

Non Itemized Receipt

Vs

Itemized Receipt
I hereby certify that the travel and expenses indicated hereon, were incurred in the performance of official duties pursuant to the travel authority granted to me by the encumbrance number noted above.

Signature of Claimant

Approvals

Dept. Head/Project Director/Dean

Grants

Accounts Payable

Budget no longer signs Travel Expense forms
What department is paying and how much?  
Be sure to use the correct account code.

<table>
<thead>
<tr>
<th>Index #</th>
<th>Fund #</th>
<th>Organization #</th>
<th>Account #</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>7215 Only mileage expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7216 All other travel expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7217 Student travel expense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: Meals included as a part of the registration fee are deducted from the per diem payment.
Use Account # 7215 for mileage expense.
Use Account # 7216 for all other travel expenses and employee travel (example: tolls, parking, registration, hotel and airfare).
Use Account # 7217 for Student travel.
IRS: Standard Mileage Rates, Federal: US per diem rates, Foreign per diem Rates

Revision 04/19/2017
Account # 7215 (Mileage Reimbursement)

Note: This account code should be used ONLY when claiming mileage on all travel forms.

Example: if traveling to a conference by air and mileage is incurred from home to airport, this account code must be included on the travel form.

Google Map must be attached
(Please ensure sufficient funds are available in account 7215)
Acceptable Map Submission

Per Rowan Travel Policy:
The shortest route must be used.

Accounts Payable will adjust if shortest route is not used.
**All employees are reimbursed via Direct Deposit**

Forward completed forms to Accounts Payable.

Grants:
(Funds starting with 5 or 6), please send to OSP before sending to Accounts Payable

Budget no longer needs to sign.
Email confirmation

FYI:

Accounts Payable has received your completed Travel Expense Form. This reimbursement has been processed in Banner by our department. Below are the details for this reimbursement:

- Name: Miranda Salvatore
- Encumbrance #: E999999999
- Banner Invoice number: I1700000
- Destination: TRL/SALVATORE/ORLANDO-5/1-5/7/17
- Charged To: 10112 31002 7216 16 $2124.80
- Charged To: 10112 31002 7215 16 $24.61
- Amount: $2149.41
- Transaction Date: 10-MARCH-2017

If you have any questions, please contact the Accounts Payable Department at extension 4115 or email one of the travel personnel below:

Miranda Salvatore: 856-256-4043 x64043 salvatoremi@rowan.edu

Debbie DePietroantonio 856-256-4338 x64338 dipietrod2@rowan.edu
When submitting the travel expense form. Original receipts must be taped to a 8 1/2 x 11 sheet of white paper. Using paper clips or staples on receipts will delay the travel reimbursement.
# Individual Responsibilities and Procedures

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Traveler                     | 1. Completes a Travel Expense Report with original receipts.  
                              | 2. Submits to Unit Chairperson/ Department Head for approval.                  |
| Chairperson/Department Head  | 3. Reviews and approves Travel Expense Report.  
                              | 4. Forwards report to Budget or appropriate fiscal representative.              |
| Budget/ Fiscal Representative | 5. Reviews expenses, approves, and forwards to Accounts Payable.                |
                              | 7. Reviews documentation as necessary.                                         
                              | 8. Processes for payment upon completion of review.                            
                              | 9. Issues reimbursement to traveler within ten (10) business days of submission of completed Travel Expense Report via direct deposit when possible. |
NON-REIMBURSABLE TRAVEL EXPENSES

Examples:
Airline Upgrades
Seat Upgrades (Coach Only)
Acela Train
Alcohol
Hotels within 50 miles of work/home
Credit Card Finance Charges
Meals for Same Day Travel
(one day trips are not permitted Per Diem)
Movies
Travel/Baggage Insurance
Trip cancellation Insurance

For complete list, please refer to the Travel Policy
For more information, please visit our website for the Travel Policy.
Checklist after travel:

- Complete Travel Expense Form
- Taped original itemized receipts
- Supporting documentation
- Sign the form
- Ensure appropriate approvers sign
- Submit to Accounts Payable
- Expect reimbursement via direct deposit within 10 days of a correctly completed Travel Expense Form
What to submit when using Expedia

Estimated Vs Paid

Non-Acceptable Expedia Receipt

Acceptable Expedia Receipt

Rowan University
Fiscal Year End

Day of the Zombie Reimbursement Requests
# Fiscal 2018 Year End

## Fiscal 2018 Year End Closing Dates

Department Heads should review their unit's salary and non-salary accounts to ensure that all operating budgets are not in an actual or projected deficit. **ACTUAL AND/OR PROJECTED DEFICITS MUST BE COVERED THROUGH BUDGET TRANSFERS NO LATER THAN 7/13/18.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 15, 2018</strong></td>
<td>Last day to process requisitions for FY18 goods and services. Please place your purchase order with appropriate documentation and required approvals to allow conversion to PO. Goods and/or services physically received by the close of the fiscal period June 30, 2018 will be charged to FY18 budget.</td>
</tr>
<tr>
<td><strong>June 22, 2018</strong></td>
<td>Office Depot orders should be placed by 6/22/18.</td>
</tr>
<tr>
<td><strong>June 22, 2018</strong></td>
<td>All Pcard transactions posted by the credit card company by June 30th will be charged against FY18. <strong>Cards used will be suspended from this date until 7/1/18.</strong></td>
</tr>
<tr>
<td><strong>June 29, 2018</strong></td>
<td>Any open purchase orders at the close of FY18 (6/30/18) will be charged against FY19 budget.</td>
</tr>
<tr>
<td><strong>June 29, 2018</strong></td>
<td>Goods to be charged against FY18 budget must be physically and electronically received by the close of business day.</td>
</tr>
<tr>
<td><strong>July 02, 2018</strong></td>
<td>The Banner Finance System will be available for FY19 processing.</td>
</tr>
<tr>
<td><strong>July 13, 2018</strong></td>
<td>Submit invoices to record FY18 revenue to Accounting Services.</td>
</tr>
<tr>
<td><strong>July 13, 2018</strong></td>
<td>Last day to submit requests for Labor Redistribution corrections and adjustments (reallocation of salary and fringe).</td>
</tr>
<tr>
<td><strong>July 13, 2018</strong></td>
<td>Last day to post MDV's with a transaction date of June 30, 2018 for FY18 goods and services received on or before June 30, 2018.</td>
</tr>
<tr>
<td><strong>July 13, 2018</strong></td>
<td>Cutoff date for processing Accounts Payable documents to be recorded in fiscal year 2018. Such documents include MDVs, travel expense vouchers, and mileage.</td>
</tr>
<tr>
<td><strong>July 13, 2018</strong></td>
<td>Last day to submit budget transfers, journal entry requests, and DCAs.</td>
</tr>
</tbody>
</table>
300+ travel request forms sit and wait
50% of this travel has taken place

Travel reimbursements for FY18 not received
by **July 13, 2018** will be paid out of your
FY19 budget.

Travel expense forms must be submitted
10 days after the end of travel.
A Successful Travel Expense form must have:

✓ Current travel expense form. (Please see the Accounts Payable website for current forms: www.rowan.edu/accountspayable)
✓ Correct banner number for traveler is on form
✓ Encumbrance # listed on form
✓ Current mailing address listed on form (Do not write, Direct Deposit, all employees are paid via direct deposit)
✓ Include all OUT OF POCKET expenses (Items that the traveler has paid for)
✓ Submitted original receipts & taped all to a sheet of paper
✓ Receipts show paid, or a $0.00 balance due
✓ Signature of Traveler on the document
✓ Dept. Head/Project Director/Dean signatures
✓ Office of Sponsored Programs (OSP) signature for all grant funded expenses
✓ Justification letter when a rental car was used
✓ Include the average approval letter if the reimbursement is $50.00 or more over the encumbered amount
✓ Account Info listed on form
✓ Sufficient funds in all Accounts listed
An Unnecessary delay with Travel Expense because:

- Travel request was not submitted
- Banner Number is not listed or incorrect
- Address is not listed
- Receipts, paper clipped or stapled to paper, submitted photo copies, do not show paid, or show a balance due
- Did not include, GSA per diem sheet for travel city and/or missing google map corresponding to requested mileage reimbursement
- Justification letter was not submitted when a rental car was used
- The reimbursement is $50.00 or more over the encumbered amount, and an approval letter must be obtained and signed and submitted
I hope you found this information to be helpful.

If you have any questions, comments or concerns.

Miranda Salvatore
856-256-4043 / salvatoremi@rowan.edu

Debbie DiPietroantonio
856-256-4338 / dipietrod2@rowan.edu
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