

Non-Employee Domestic Travel Request

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

Encumbrance No.

E

Section 1 - Purpose

Non-Employees 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) <small>(Examples: Airline Name, Hotel name, Conference, Registration, Per Diem)</small>	Estimated Cost
From	To			
		Mileage	Miles @	Estimated Travel Expenses

Please note: Meals included as a part of the registration fee will be deducted from the per diem payment.
 Federal Domestic: [US per diem rates](#)
 IRS: [Standard Mileage Rates](#)

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. **Approved Amount to be Encumbered:** \$
 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.

Section 7 - Appropriate Approvals (Print and Sign)

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