Information needed for travel requests can be found on most Conference brochures.

For example: 

What: Travel Policy & Guideline Conference
When: Date: June 10, – June 13, 2018
Where: Orlando, Florida
Swan & Dolphin Hotel
Did you know, we’ve updated the Travel Request form

Let’s plan this trip together...
Where to start?

Internet Explorer should be used when completing all travel forms.
The figures on this form are estimates only.

Include as much information as possible, doing so will result in a simple and smooth reimbursement process.
Outdated forms will be returned.
**Section 1 - Purpose**

**Employees, faculty, staff and others authorized to travel on official Rowan University business.**

---

**Section 2 - Traveler’s Information**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Title:</th>
<th>Banner ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler’s Name:</td>
<td>Email:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Admin. Asst.:</td>
<td>Admin. Asst. Banner ID #:</td>
<td>Admin. Asst. Phone:</td>
</tr>
<tr>
<td>Admin. Asst. Email:</td>
<td>Dept. Name:</td>
<td>Dept. Building:</td>
</tr>
</tbody>
</table>
### Section 3 - Destination & Purpose

<table>
<thead>
<tr>
<th>Destination City &amp; State:</th>
<th>Conference Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Dates:</td>
<td>Reason for Travel</td>
</tr>
</tbody>
</table>

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.

*Submitting supporting documentation is required, if not attached; it will delay your approval*

---

### Section 4 - Estimated Travel Expenses

<table>
<thead>
<tr>
<th>Date From</th>
<th>To</th>
<th>Items</th>
<th>Description of Estimated Travel (In Detail) (Examples: Airline Name, Hotel name, Conference, Registration, Per Diem)</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*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**

<table>
<thead>
<tr>
<th>Estimated Travel Expenses:</th>
<th>0.00</th>
</tr>
</thead>
</table>
**Section 5 - Estimated Mileage Expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Description of Estimated Mileage (Map must be attached)</th>
<th>Mileage Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Miles 0 X .545</td>
<td>0</td>
</tr>
</tbody>
</table>

**Estimated Mileage Expenses:**

**Grand Total:** $0

**IRS: Standard Mileage Rates**

**Section 6 - Accounting Information**

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

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.

**Approved Amount to be Encumbered:** $0.00

---

Rowan University
## Section 7 - Appropriate Approvals

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Date</th>
<th>Amount Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>Date</td>
<td>Amount Approved</td>
</tr>
<tr>
<td>Ethics Liaison Officer</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>Date</td>
<td>Funds Available</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

---

**Accounts Payable**  
Revised: 6-1-2018
Finding your per diem based on the travel destination

GSA Rates
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”

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new Per Diem tool to calculate trip allowances.

Example: Orlando, Fl.
The per diem allowance for meals and incidental expenses must correspond to the number of nights in a hotel. In addition, meals and incidentals are prorated on the first and last days of travel calculated at 75% of the listed amount. For details visit: http://www.gsa.gov/portal/content/101518 for your specific region.

*Please attach the GSA Per diem rate sheet to your travel request*
Meal breakdown based on M&IE rate

**Meals included as part of the registration fee will be deducted from the per diem rate.**
Account # 7215 (Mileage Reimbursement)

Note:
This account code should *always* be used 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.

*(Please ensure sufficient funds are available)*

*When requesting mileage, please include the map printout confirming miles requested*
Per Rowan Travel Policy: The shortest route must be used.

Accounts Payable will adjust if shortest route is not used.
Example: Completed Travel Request

If this form is properly filled out. The travel expense form will be an easy process and result in a faster reimbursement.

Don’t forget to keep Original receipts
# International Travel Request Form

**Employees, Faculty, Staff and others authorized to travel internationally on official Rowan University business**

## Section 1: Purpose

Title: [Name]
Banner ID #: [ID]

Traveler's Name: [Name]
Email: [Email]
Phone #: [Phone]

Mailing Address: [Address]
City: [City]
State: [State]
Zip Code: [Zip]

Admin. Asst.: [Name]
Admin. Asst. Banner ID #: [ID]
Admin. Asst. Phone: [Phone]

Dept. Name: [Department]

## Section 2: Destination & Purpose

**Department of State Travel Advisory**

**RISK LEVEL:**

Conference/Activity Name: [Name]
Conference/Activity Dates: [Dates]

I acknowledge that I have read, understand and agree to the policies and procedures of the International Travel Policy and Guidelines for Rowan Employees and Students...

Reason for Travel & List of other students/employees on the same mission:

## Section 3: Estimated Travel Expenses

<table>
<thead>
<tr>
<th>Date From</th>
<th>Date To</th>
<th>Name</th>
<th>Description of Estimated Travel (In Detail)</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Examples: Airline Name, Hotel Name, Conference, Registration, Per Diem)</td>
<td></td>
</tr>
</tbody>
</table>

Please note: Meals included as a part of the registration fee will be deducted from the per diem payment.

Estimated Travel Expenses: $0.00

## Section 4: Estimated Mileage Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage Description of Estimated Mileage (Map must be attached)</th>
<th>Mileage Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Example: 250 miles)</td>
<td></td>
</tr>
</tbody>
</table>

Total Mile: [Mile] X [Rate] = [Total]

Estimated Mileage Expenses: $0.00

Grand Total: $0.00

## Section 6: Accounting Information

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

Account # 7217 is used for mileage expense.
Account # 7218 is used for employee travel and all other travel expenses (example: taxi, parking, registration, hotel and other). Account # 7121 is used for student travel.

Approved Amount to be Encumbered: $0.00

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

Department Head: [Name]
Date: [Date]
Amount Approved: [Amount]

Division: [Name]
Date: [Date]
Amount Approved: [Amount]

Study Abroad Office (Approval is required for students): [Name]
Date: [Date]

Ethics Liaison Officer: [Name]
Date: [Date]

Accounts Payable: [Name]
Date: [Date]
Funds Available: [Box]

**Accounts Payable** Revised: 6-1-2018
## International Travel Request vs Travel Request

### Section 3 - Destination & Purpose

<table>
<thead>
<tr>
<th>Destination City &amp; Country:</th>
<th>Department of State Travel Advisory</th>
<th>RISK LEVEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Activity Name:</td>
<td>Conference/Activity Dates:</td>
<td></td>
</tr>
</tbody>
</table>

I acknowledge that I have read, understand and agree to the policies and procedures of the [International Travel Policy and Guidelines for Rowan Employees and Students](#) : (Initial) 

Reason for Travel & List of other students/employees on the same mission:

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

<table>
<thead>
<tr>
<th>Department Head:</th>
<th>Date:</th>
<th>Amount Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Date:</td>
<td>Amount Approved:</td>
</tr>
</tbody>
</table>

Study Abroad Office (Approval is required for students): Date: 

Ethics Liaison Officer: Date: 

Grants: Date: 

Accounts Payable: Date: 

Funds Available: [ ]
Where did the Travel Request go after it was completed?

### A. Travel Approval/Advance

| Traveler                          | 1. Completes a Travel Request Form  
|                                  | 2. Forwards the Request Form to Chairperson or Department Head. |
| Chairperson/Department Head      | 3. Approves/Disapproves Travel Request.  
|                                  | 4. If approved, forwards form to Division Head or Designee. |
| Division Head                    | 5. Approves/Disapproves Travel Request.  
|                                  | 6. If approved, forwards form to the Ethics Officer for approval. |
| Ethics Officer/Budget            | 7. Approves/Disapproves Travel Request as necessary |
|                                  | 8. If approved, forwards original form to Accounts Payable. |
| Accounts Payable                 | 9. Reviews Travel Request and encumbers monies. Issues final approval email to traveler and travel agent. |
Congratulations! Your travel request has been approved. Above is all the information you need; including the encumbrance number that must be used when submitting the travel expense voucher form, and all other documents relating to this travel.

Please contact the approved travel agent for transportation and hotel arrangements; Sunward Travel 1-800-786-9273 or email Travel@sunward.com

Below is the link for the Travel Expense Voucher form that is required to process all travel reimbursements. Please complete the form and attach all original receipts. Remember to include the encumbrance number for this trip. Forward all documents with approved signatures to Accounts Payable Department after the completion of your trip. **The reimbursement deadline is 10 days after the end of your travel date.**

Travel Expense Voucher Form is located at: http://rowan.edu/adminfinance/accounts payable/downloadabledocuments.html

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

Miranda Salvatore salvatoremi@rowan.edu Ext: 4043
Deborah DiPietroAntonio dipietrod2@rowan.edu Ext:4338

Have a safe trip!!!!
Meeting/Event Travel

- Air travel tickets
- Prepaid hotel reservations
- Arrange shuttle service
- Event tickets, meals and local tours
- Can handle Pre and Post travel plans
- Can handle personal travel plans if being accompanied by family on business travel and keep them separate for billing purposes.

- Pre-pay Conference registration
- Can hold room reservation without an encumbrance number and pre-pay once encumbrance number is obtained, so you don’t lose the lowest rate.
- Provide information on destination city
- Pre-pay luggage or seat upgrades if approved by University.

(800) 786-9273
travel@sunward.com
You may submit for a Prepayment of travel expenses, such as conference registration and airline tickets only.

Prepayments should be submitted on a Travel Prepayment Form.

The Encumbrance # is your travel approval and should be included on all travel related forms.

The University does not prepay for hotels.

A Purchase Order is NOT required for registration.
### Type of Travel:

| Pick One: |
|-----------------|-----------------|
| ☐ Same Day Travel | ☐ Overnight Travel |
| Date of Travel: | Encumbrance # E |
| | Dates of Travel: |

### Type of Prepayment:

#### Section 2 - Type of Prepayment

Please complete and check all that apply.

**Name of Conference:**

**Travel Destination:**

- ☐ Registration Payment to Vendor
- ☐ Registration Reimbursement
- ☐ Airfare Reimbursement
- ☐ Student Group Travel
- ☐ Athletic Group Travel
- ☐ Enclosure (Include Registration Form with Check)
### Make Check Payable to:

**Section 3 - Make Check Payable To**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Banner ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment to:</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State:</th>
<th>Zip:</th>
<th>Department Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Description of Prepayment:

**Section 4 - Description of Prepayment**

<table>
<thead>
<tr>
<th>Date</th>
<th>Items</th>
<th>Description of Prepayment (In Detail)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please attach original receipts.  

Grand Total: $
# Accounting Information

## Section 5 - Accounting Information - Requisition not required

<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>

Please Note:

1. This form is used for prepayment of expenses with an approved travel encumbrance number, or Same Day Travel
2. Prepayment of travel expenses include: Conference Fee, Registration Fee, Airfare and Group Travel
3. Original invoice or itemized receipts must be attached to this form
4. Employees use Account #7216, Students use Account #7217
### Signature & Consent

**Section 6 - Signature & Consent**

I hereby certify that the travel expenses indicated hereon, will be incurred to accomplish official Rowan University business pursuant to the travel authority granted to me by the Encumbrance number noted above and/or the guidelines set forth in the Travel Policy.

<table>
<thead>
<tr>
<th>Traveler Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Appropriate Approvals

**Section 7 - Appropriate Approvals**

<table>
<thead>
<tr>
<th>Department Head/Dean/ Project Director:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants:</td>
<td>Date:</td>
</tr>
<tr>
<td>Accounts Payable:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**Accounts Payable**  
Revised: 6-1-2018
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.

**Credit card statements and missing receipt affidavits are no longer accepted as proof of payment.**
When submitting all travel forms.
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
Travel is taking place in the next fiscal year? What should I do?

**FY18/ FY19**

**FY18** = $1,007.94

(Pre-Pay items only: Airfare & Registration)

**FY19** = $1,413.75

(All remaining travel costs)
For more information, please visit our website for the Travel Policy.
PowerPoint slideshows are available on our website
I hope you found the information to be helpful.

If you have any questions, comments or concerns.

Miranda Salvatore
I can be reached at 856-256-4043
salvatoremi@rowan.edu
We hope you have a safe trip!

Reminder: Travel Expense forms are due 10 days after you return home. If you have a properly filled out Travel Request, filling out the Travel Expense will be a breeze.

Reimbursements to employees will be made via direct deposit.
Checklist before travel:

- Complete Travel Request Form
- Attach supporting documents
- Ensure appropriate approvers sign
- Submit to Accounts Payable
- Expect travel approval email with Encumbrance #
- Once Encumbrance # is received, schedule your travel arrangements
A Successful Travel Request form must have:

✓ The current travel request form. (Please see the Accounts Payable website for current forms: www.rowan.edu/accountspayable)
✓ Correct banner number for traveler
✓ City, State & Date of travel correspond with supporting documents
✓ Supporting documents attached (conference brochure, registration form, website info, etc.)
✓ Justification letter is attached if a rental car is requested
✓ Correct GSA per diem rate for destination (M&IE rate)
✓ If mileage is included on the travel request, please be sure it is charged to account 7215
✓ Account information listed on the form & money in the account
✓ Department Head, Division Head and Ethics Liaison Officer signatures
An Unnecessary delay with Travel Request because:

- Banner Number is not correct
- Supporting documentation is not attached
- Rental car is requested, and justification letter was not submitted
- Account information is not listed
- Account is listed, however, there is not enough money, or there is no money in the account
- Dept. Head/Division head signature is missing
- Ethics Liaison signature is missing
- Office of Sponsored Programs (OSP) signature is missing
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