It’s all about the money, money, money.

$$$

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, Airline, 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 need the 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.
Getting started
Forms

Note: These forms are subject to change at any time and without prior notice.

- Entertainment Reception Request
- Foreign National Information Form
- Independent Contractor
  - Independent Contractor Agreement
  - Service provider Questionnaire
  - Determination Checklist
- Tax Exempt Forms
  - NJ
  - FL
- Vendor Payment Authorization Agreement
- 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
  - Domestic Travel - Statement of Understanding & Agreement
  - Mileage Only
    - 2016
  - Relocation Expense Form
  - Travel Abroad - Waiver, Release & Indemnification
  - Travel Expense - Sample
    - 2016
  - Travel Request
    - 2016
      - US Per Diem Rates
      - Foreign Per Diem Rates

Note: Adobe Reader needed to fill out pdf forms. Click here to download.
# Travel Expense Form

**Rowan University**

**Travel Expense**

**Date:**

**Encumbrance No.:**

**Name:**

**Employee ID #:**

**Street:**

**Department:**

**City:**

**State:**

**Zip:**

**Purpose of Trip:**

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

**Subtotal:**

**Total Miles:**

**Grand Total:**

*(Please attach original receipts)*

**SIGNATURE OF CLAIMANT**

**Approvals**

Dept., Head Project Director, Dean

**Budget**

**Accounts Payable**

**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>
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<td></td>
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</tr>
</tbody>
</table>

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

Use Account # 7314 for all sake and reimbursement expenses. Use Account # 7318 for employees and Account # 7317 for students.

**MPD Standard Mileage Rate, Federal: 54.5 per mile rate, Foreign per Mile Rate**
Who Travelled?

Travel Expense

Date: _______________________________  Encumbrance No.: _______________________________
Name: _______________________________  Employee ID #: _______________________________
Street: _______________________________  Department: _______________________________
City: _______________________________  State: _______  Zip: _______________________________
Purpose of Trip: _______________________________  _______________________________

**For AP Use Only**

Banner Invoice #
Out-of-Pocket expenses for the trip?

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Items</th>
<th>Description of Expense (In Detail) (Examples: Hotel name, Conference, Registration, Airline name)</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>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>
<tr>
<td></td>
<td>Tips</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tolls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: Total Miles $ x .54 = 0.00$

Grand Total: 0.00

(Please attach original receipts.)
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”

Example: Orlando, Fl.
**Meals included as part of the registration fee will be deducted from the per diem rate.**
**Meals included as part of the registration fee will be deducted from the per diem rate.**
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 all mileage only expense.
For tolls, parking, and all other travel expenses use Account # 7216 for employees and Account # 7217 for Students.
IRS: Standard Mileage Rates, Federal: US per diem rates, Foreign per diem Rates
Note: Account # **7215** (Mileage Reimbursement)

This account code should 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)
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**

<table>
<thead>
<tr>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Dept. Head/Project Director/Dean**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Accounts Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example of a Completed Travel Expense

**All employees are reimbursed via Direct Deposit**
When submitting the **travel expense** form, be sure all original receipts are taped down on an 8 1/2 x 11 sheet of white paper.
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>1. Completes a Travel Expense Report with original receipts.</td>
</tr>
<tr>
<td></td>
<td>2. Submits to Unit Chairperson/Department Head for approval.</td>
</tr>
<tr>
<td>Chairperson/Department Head</td>
<td>3. Reviews and approves Travel Expense Report.</td>
</tr>
<tr>
<td></td>
<td>4. Forwards report to Budget or appropriate fiscal representative.</td>
</tr>
<tr>
<td>Budget/ Fiscal Representative</td>
<td>5. Reviews expenses, approves, and forwards to Accounts Payable.</td>
</tr>
<tr>
<td></td>
<td>7. Reviews documentation as necessary.</td>
</tr>
<tr>
<td></td>
<td>8. Processes for payment upon completion of review.</td>
</tr>
<tr>
<td></td>
<td>9. Issues reimbursement to traveler within ten (10) business days of submission of completed Travel Expense Report via direct deposit when possible.</td>
</tr>
</tbody>
</table>
NON-REIMBURSABLE TRAVEL EXPENSES

Airline Upgrades
Seat Upgrades (Coach Only)
Alcohol
Credit Card Finance Charges
Meals for Day Travel
(one day trips are not permitted Per Diem)
Movies
Travel/Baggage Insurance
Trip cancellation Insurance

For additional items, please refer to the Travel Policy
For more information, please visit our website for the Travel Policy.
I hope you found this information to be helpful.

If you have any questions, comments or concerns.

I can be reached at 856-256-4043
Miranda Salvatore
salvatoremi@rowan.edu
Checklist after travel:

1. Complete Travel Expense Form
2. Attach supporting documents
3. Sign the form
4. Ensure appropriate approvers sign
5. Submit to Accounts Payable
6. Expect reimbursement via direct deposit within 10 days of a correctly completed Travel Expense Report