How to complete a travel request form

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

For example:

**What:** Travel Form Procedure Conference

**When:** Date: July 11- July 15 2016

**Where:** Orlando, Florida
Swan & Dolphin Hotel
Introducing our newly updated Travel Request form

Should I stay or should I go?

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

Internet Explorer should be used when completing all travel forms.

Note: Adobe Reader needed to fill out pdf forms. Click here to download.
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.

<table>
<thead>
<tr>
<th>Date(s) From</th>
<th>Date(s) To</th>
<th>Items</th>
<th>Description of Estimated Travel (in Detail)</th>
<th>Mileage</th>
<th>Estimated Cost</th>
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</table>

**Subtotal**

| Total Miles | 0.00 X 0.54 | 0.00 | 0.00 | 0.00 | 0.00 |

**Total Estimated Cost**

<table>
<thead>
<tr>
<th>Index #</th>
<th>Fund #</th>
<th>Organization #</th>
<th>Account #</th>
<th>Program #</th>
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*Please note: Meals included as part of the registration fee will be deducted from the per diem rate. When claiming mileage use account # 515. For all other travel expenses including taxis and parking use account # 314. For special cases, see FICA for guidelines.*/

**DIVISION APPROVALS**

- Department: [ ]
- Date: [ ]
- Amount: [ ]

- Division: [ ]
- Date: [ ]
- Amount: [ ]

- Ethics Liaison Officer: [ ]
- Date: [ ]

**BUSINESS OFFICE REVIEW**

- Budgets/Grants: [ ]
- Funds Available: [ ]
- Date: [ ]

- Accounts Payable: [ ]
- Request Reviewed: [ ]
- Date: [ ]
Old Form

ROWAN UNIVERSITY
TRAVEL REQUEST

Date: ____________________________ Encumbrance No.: ____________________________
Traveler Name: ____________________________ Banner ID: ____________________________
Title: ____________________________ Department: ____________________________
Location(Bldg.): ____________________________ Phone #: ____________________________
Email: ____________________________
Fund: ____________________________ Accounts: ____________________________ Program: ____________________________
Secretary: ____________________________ Banner ID: ____________________________ Phone #: ____________________________

Reason for travel and other 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.

TRAVEL DESCRIPTION:
Air: ___ Rail: ___ Departure Date: ____________ Return Date: ____________
City: ____________________________ State or Country: ____________________________
Hotel Name: ____________________________ No. of Days: ____________________________
Car Rental – (Include letter of justification):
GSA Per Diem Rates Link
Foreign Per Diem Rates Link
Conference Registration:
Ground Transportation:
Mileage @ $.54 per mile:

Other Costs (Explain Fully):

ESTIMATED COSTS
Subtotal:
Total Estimated Cost:
Total Amount to Encumber:

DIVISION APPROVALS
Department: ____________________________ Date: ____________________________ Amount: ____________________________
Division: ____________________________ Date: ____________________________ Amount: ____________________________
Ethics Liaison Officer: ____________________________ Date: ____________________________

BUSINESS OFFICE REVIEW
Budget/Grant: ____________________________ Funds Available: ____________________________ Date: ____________________________
Accounts Payable: ____________________________ Request Reviewed: ____________________________ Date: ____________________________

New Form

Travel Request

Date: ____________________________
Traveler Name: ____________________________ Banner ID: ____________________________
Email: ____________________________
Location(Bldg.): ____________________________ Phone #: ____________________________
E-mail: ____________________________

Reason for travel and other 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.

Date(s)/From
Item:
Description of Estimated Travel (In Detail)
(Examples: Air Travel, Baggage Fee, Conference Fee)

Mileage:
Estimated Cost:

Subtotal:
Total Estimated Cost:

FILL IN BELOW THE LINE TO BE CHARGED

Index #
Fund #
Organizations #
Account #
Program #
Amount

Please note: Meals included as part of the registration fee will be deducted from the per diem rate. When claiming mileage use account # 7236. For all other travel expenses including meals and parking use account # 2526 for employees or account # 7237 for students.

REVIEW:
Department: ____________________________ Date: ____________________________ Amount: ____________________________
Division: ____________________________ Date: ____________________________ Amount: ____________________________
Ethics Liaison Officer: ____________________________ Date: ____________________________
Section 1- Who is travelling?
Complete all sections
Section 2 - When, Where, What & Why

Reason for travel and other 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.

<table>
<thead>
<tr>
<th>Date(s) From</th>
<th>Date(s) To</th>
<th>Description of Estimated Travel (In Detail)</th>
<th>Mileage</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(Examples: Airline Name, Hotel name, Conference, Registration, Per Diem, Mileage)</td>
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<td>Baggage Fee</td>
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<td>Conference Fee</td>
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<td>Hotel</td>
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<td>Meals</td>
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<td>Other</td>
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<td>Parking Fee</td>
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<td>Registration Fee</td>
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<td>Tips</td>
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<td>Transportation</td>
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</table>

Subtotal: Total Miles $0.00 \times 0.54 = 0.00$

Total Estimated Cost: $0.00$
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.**

![Per Diem Rates - M&IE (meals & incidentals)](image)

<table>
<thead>
<tr>
<th>Primary Destination (1, 2)</th>
<th>County (3, 4)</th>
<th>Max lodging by Month (excluding taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Oct</td>
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<tr>
<td>Orlando</td>
<td>Orange</td>
<td>$133</td>
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</table>
**Meal breakdown based on M&IE rate**

**Meals included as part of the registration fee will be deducted from the per diem rate.**
Section -3 What department is paying?

### FILL IN BELOW THE FOAP TO BE CHARGED

<table>
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<tr>
<th>Index #</th>
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</table>

**Account Options**

- 7215 Only mileage expense
- 7216 All other travel expense
- 7217 Student travel expense

The amount listed here is what will be encumbered.
Note: Account # 7215 (Mileage Reimbursement)

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)*
# Step 4 - Approvals

## Division Approvals

<table>
<thead>
<tr>
<th>Department</th>
<th>Date</th>
<th>Amount</th>
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(Print and Sign)

<table>
<thead>
<tr>
<th>Division</th>
<th>Date</th>
<th>Amount</th>
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<tr>
<th>Ethics Liaison Officer</th>
<th>Date</th>
<th>Amount</th>
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(Print and Sign)

## Business Office Review

<table>
<thead>
<tr>
<th>Budget/Grants</th>
<th>Funds Available</th>
<th>Date</th>
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(Print and Sign)

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Request Reviewed</th>
<th>Date</th>
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(Print and Sign)
Example: How the form should look when it’s completed.

If this form is properly filled out, completing the travel expense form when you return with your original receipts will be easy and result in a faster reimbursement.
## Individual Responsibilities and Procedures

### Where did the Travel Request go after it was completed?

<table>
<thead>
<tr>
<th>Role</th>
<th>Actions</th>
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</thead>
</table>
| 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/accountspayable/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
Denise Brewer brewer82@rowan.edu Ext: 4116

Have a safe trip!!!!
Sunward Adventures is the Travel Agency available to all of Rowan University; they can provide a wide array of comprehensive services to choose from including, but not limited to:

**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
Prepayments

The Encumbrance # is your travel approval. You may submit for Prepayment of travel expenses, such as conference registration and airline tickets.

Prepayments should be submitted on a Miscellaneous Disbursement Voucher (MDV).

Please include your Encumbrance # on all travel related forms.

**The University does not prepay for hotels.**
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.
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.
For more information, please visit our website for the Travel Policy.
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.
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
Checklist before travel:

1. Complete Travel Request Form
2. Attach supporting documents
3. Ensure appropriate approvers sign
4. Submit to Accounts Payable
5. Expect travel approval email with Encumbrance #
6. Once Encumbrance # is received, confirm travel arrangements