

Rowan University Accounts Payable Department Travel Tips

Note: All current travel forms may be obtained at www.rowan.edu/open/adminfinance/accountspayable/

Request for Travel Form:

A Request for Travel is required for:

- Any trip in excess of \$250
- Any trip that requires an overnight stay
- Car Rentals

All travel requires the approval of the employee's Supervisor & Division Head. The Ethics Officer and Accounts Payable will review this request once submitted. A Request for Travel should be submitted to the Accounts Payable office four weeks in advance of the trips (if possible). This time frame is required regardless of the funding source. All estimated costs must be included in the request for Travel.

Documentation is required to be attached to the form for a conference and at a minimum should include the dates of the conference. If a (schedule at a glance) is available, please include this as it will help us to review per diem amounts and process your documents in a timelier manner. If you are planning on a car rental, you must submit a letter of request to the Vice President of Finance/Chief Financial Officer and receive prior approval.

Please Note: The University does not give cash advances for travel. The traveler must advance his/her own funds and be reimbursed after the trip. However; registrations may be paid in advance with a Purchase Order or MDV and Plane/Train tickets will be reimbursed at the time of payment.

Routing the request for Travel

- Employee completes request for Travel form and submits to supervisor for approval.
- Supervisor submits Request for Travel for divisional approval (Dean or V.P.)
- Division submits Request for travel to the Budget office.
- After Budget approval, the request is given to Ethics Officer and Accounts Payable for processing
- Accounts Payable will review request for completeness and encumber funds.
- Note: This process is for Rowan Employee's and Students only.

Travel Pre-Payments

Pre-payments and reimbursements are for airline tickets and conference registration fees. Hotels cannot be paid in advance. Purchase Orders should be submitted for amounts over \$500.00.

Receipts

All receipts must be Original. Photocopies, faxed copies, itineraries and credit card statements are not to be submitted.

- **Airline tickets** – Receipt from travel agency or airline
- **Tickets purchased online:** Print receipt that includes your name and that it has been paid. (usually showing a balance of \$0.00) **Credit Card Purchases, We must reimburse the person that paid for the ticket. If you purchase a ticket for someone else, we will reimburse the person whose name is on the receipt and has provided proof of payment. (i.e. credit card statement).**
- **Conference Registration** – receipt from sponsoring organization.

- **Hotel** – obtain original, itemized receipt at checkout (you may have to ask for this).
- **Phone Calls/Internet connection** – not reimbursable unless they are directly related to University business. A letter of justification is required.
- **Ground transportation** – original receipts for all tolls, taxi's shuttles, trains, etc.
- **Sundries** – original receipts for photocopying, parking, etc.
- **Meals** – receipts may be submitted for actual cost. However, the University will use a per diem rate of \$36 a day (\$8 for breakfast/lunch and \$20 for dinner) if no receipts are submitted. You will not be reimbursed for more than this rate per meal even with a receipt. In addition, meals are prorated with times of departure/arrival. For example, if your departure time is after 8am but before noon, you will be entitle to a lunch but not breakfast on the day of departure. It is assumed that you would eat breakfast that day regardless of taking this trip for the University.
- **If an original receipt is missing, the traveler must complete a Missing Receipt Affidavit in order to be reimbursed.**

Rental Cars: A letter must be sent in advance with justification for renting a car vs. taking public transportation. Example, it is cheaper to rent a car than to take a taxi to and from the conference site each day. (give an estimate of savings) Please attach the letter of justification to the Request for Travel.

Mileage:

- The current rate of reimbursement is \$.45 per mile
- Mileage must be submitted monthly (on a travel expense Voucher) within seven days of the following month. This is for employees that supervise student teachers, admissions etc.

Per Diem Meal Allowance:

- Overnight trips \$36.00 per day (breakfast/lunch \$8.00, dinner \$20.00)
- The per diem allowance for meals must correspond to the number of nights in the hotel and times of departure and arrival. Please note, if meals are included as part of the registration, you will not be reimbursed for them.

Travel Expense Voucher:

The travel expense voucher is used for reimbursing all travel expenses. It must be submitted within seven days after the trip. Pre payments will be deducted.