

Rowan University
Accounts Payable Department
TRAVEL TIPS

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Request for Travel Form

A Request for Travel (blue form) is required for:

- Overnight trips
- Day trips in excess of \$250.00 per traveler
- Car rentals

All travel requires the approval of the employee's supervisor. A Request for Travel must be submitted to the business office **four weeks** in advance of the trip. It must also be submitted **four weeks** before a request for pre-payments/reimbursements is made. This is required regardless of the source of funds (includes Grants and SBR accounts). All estimated costs must be included in the Request for Travel. Documentation such as registration forms and conference brochures should be attached. Please include conference agendas whenever possible. An Over Per Diem form (green) is only necessary if the cost of the hotel room per night (including taxes) exceeds \$300.00.

PLEASE NOTE: It is no longer the policy of the University to give cash advances for travel. The traveler must advance his/her own funds and be reimbursed after the trip. Applications for an American Express Corporate Card can be obtained from the Controller's secretary, Elaine McCloy, ext. 4125.

****IMPORTANT:** This is **not** a University Purchasing Card.

Routing the Request for Travel

- Employee completes Request for Travel form and submits to supervisor for approval.
- Supervisor submits Request for Travel for divisional approvals (Department Chairperson and Dean or Vice President).
- Division submits Request for Travel to Budget or Grant Accounting.
- Budget or Grant Accounting submits to Accounts Payable for processing.
- Accounts Payable returns the copy to the traveler with an encumbrance number.

Please note: This form is for Rowan University employees only.

Travel Pre-Payments

Pre-payments and reimbursements are for airline tickets and conference registration fees. Hotels *cannot* be paid in advance. MDV's can be used if the payment is \$500.00 or less.

Paying the vendor directly:

- Enter requisition on FRS as a "check with order" (CW).
- Send supporting documentation/registration forms to Accounts Payable.

Reimbursing the traveler:

- Enter requisition on FRS with the traveler as the vendor.
- Send supporting documentation to Accounts Payable. *Include original receipt(s).*

Receipts

All receipts must be **ORIGINAL**. *Photocopies, faxed copies, itineraries, and credit card receipts/statements cannot be used.*

- Airline tickets - Receipt from travel agency or airline.
- **Tickets purchased online: print receipt--the first printing is the original.*****
- Conference Registration – receipt from sponsoring organization.
- Hotel – obtain original, itemized bill at checkout (you may have to ask for this).
- Phone calls—not reimbursable unless they are directly related to University business.
- Ground transportation – original receipts for all tolls, taxi's, shuttles, trains, etc.
- Sundries – original receipts for photocopying, parking, business phone calls, etc. (May be listed on hotel bill.)
- Meals – no receipts required; flat rate is the allowance per diem.
- If an original receipt is missing, the traveler must complete a Missing Receipt Affidavit in order to be reimbursed. (Obtain forms from Accounts Payable.)

Rental Cars

Include a letter of explanation/justification for *all* car rentals.

Mileage

- Mileage is .31 per mile.
- Mileage must be submitted monthly (on a Travel Expense Voucher) within seven days of the following month; for example, mileage for January must be submitted by February 7th.

Per Diem Meal Allowance

- Overnight trips: \$36.00 per day (\$8.00 lunch and breakfast, \$20.00 dinner)
- Day trips: \$8.00 per meal, maximum \$24.00 per day without hotel stay.
- The per diem allowance for meals must correspond to the number of nights in the hotel. An additional day of meals can only be added if the travel occurs on a weekend or holiday.

Travel Expense Voucher

The Travel Expense Voucher (yellow form) is used for reimbursing all travel expenses. It must be submitted within seven days after the trip. Pre-payments will be deducted. If an original receipt is missing, the traveler must complete a Missing Receipt Affidavit in order to be reimbursed. (Obtain forms from Accounts Payable.)

****The internet ticket vendors have configured their software so that only the first printing is an original. Each successive printing, including boarding passes, is a "duplicate copy."*

Revised 01/27/03

JWR