SOM Student Pre-Travel Requirements

A. Students planning to travel for professional development (research, leadership office, club-related, medical mission, etc.) must complete and submit to Karen Davis (Office of Student Affairs) the Request for Travel form, a travel waiver and back-up documents 30 days prior to travel:
   a. Request for Travel (RFT):
      http://www.rowan.edu/open/adminfinance/accountspayable/forms/banner_travel_request_form_15.pdf
      Please complete the RFT in its entirety including your University ID number, Rowan e-mail address, etc.
   b. Travel Waiver Form
      Domestic Travel:
      International Travel:
      http://www.rowan.edu/open/adminfinance/accountspayable/forms/waiver_release_indemnification08.pdf
   c. Required back-up documents include travel information (airfare, rail, and car), program schedule/registration information & hotel information to submit with this form.
      i. The schedule/registration information is required to review if meals are included in the cost of the registration.
      ii. The airfare or train information must conform to the dates that you are traveling. Hotel information can be printed from the website of the hotel that you are utilizing.
      iii. If you are driving to a conference, please submit a MapQuest printout showing the mileage. Mileage is reimbursable up to .575 per mile (subject to change). The purchase of gas is not reimbursable.
      iv. If planning to rent a car, a letter of justification must accompany the Request for Travel form.

B. Written verification by memo or email from the Club/ STUCO President or Treasurer of the maximum amount of reimbursement and specifying source funds must be included with the RFT. If you have more than one source of funding, include separate written verifications from each source.
   Example: A student is going to the AOA convention and is getting funding from his club and also from STUCO. The student should confirm all funding in writing and in advance of the travel. This confirmation should accompany the form when submitted.

C. Students must pay for their own expenses and have their own receipts. Shared receipts, a receipt in another traveler's name, copies of receipts (originals only accepted) or credit card receipts that are not itemized are not eligible for reimbursement. If multiple students stay in one hotel room, individuals should make equal payments on the hotel bill and get a receipt (with the student's name on it) reflecting the student's payment from the hotel.

D. Allowable Reimbursable Expenses are limited to those expenses essential to transacting the official business of the University. Only the actual and necessary expenses incidental to the ordinary comfort of the traveler in the performance of his/her official duties will be reimbursed.
   a. Registration fees for conventions or workshops are reimbursable. Original receipts shall be submitted for registration fees.
   b. Meal expenses are paid per diem based on travel times. If your departure time is prior to 8:00 am, the traveler is eligible for full per diem reimbursement of meals for that day. If travel occurs before noon, the traveler is eligible for lunch ($13) and dinner ($27). If travel occurs before 5:00 pm, traveler is eligible for dinner reimbursement ($27). Meals furnished as part of a registration or conference fee are not reimbursable whether the meals are used or not.
   c. Travelers will be reimbursed for hotel/motel accommodations that are reasonable considering their travel itinerary. Reimbursement will not be made for overnight accommodations within 50 miles of the traveler’s workstation and/or place of residence.

E. Non-Reimbursable Expenses
   a. Alcohol
   b. Spouse or family members' travel costs;
   c. Personal Property (including lost or stolen cash)
   d. In-Room Movies;
   e. Trip/Flight Insurance;
   f. Meals for one-day travel;
   g. Taxi or related transportation expenses to/from hotel to restaurants;
   h. Meals included in the cost of airfare or registration fees;
   i. Laundry services;
   j. Personal items
SOM Student Post-Travel Reimbursement Requirements

A. After travel has been completed, students must submit the following documentation to Karen Davis (Office of Student Affairs) within 10 business days of travel to receive reimbursement:
   a. Travel Expense Voucher (TEV):
      http://www.rowan.edu/open/adminfinance/accountspayable/forms/travel_voucher_15.pdf
      These forms must be turned in with all pertinent information completed including name, address, Rowan ID number, purpose of trip. You must complete the form on-line, print it and sign it.
   b. All original receipts:
      i. Receipts are required for acceptable expenses to cover your eligible reimbursement amount.
      ii. Note that shared receipts, a receipt in another traveler's name, copies of receipts (originals only will be accepted) or credit card receipts that are not itemized are not eligible for reimbursement. See pre-travel requirements for list of non-reimbursable expenses.
      iii. If any required information on the form is not completed, you will be notified via e-mail to pick-up your packet and make the necessary corrections. This may cause delay in processing.
      iv. Accounting standards require supporting documentation that shows you have paid for the expense. If paid via debit/credit card, a copy of the card showing the name and last four digits of the card number must be submitted. Receipts must include the name of the vendor, location, date and dollar amount. Credit card statements or record of charge slips accompanying the monthly billing statement are not acceptable in lieu of receipts.

B. Acceptable Expense Reimbursement Requirements: Please note that all eligible expenses paid by a credit card require a copy of the card used for each person to qualify for reimbursement. The University requires travelers to submit the following documentation with their Travel Expense Voucher:
   a. Air/Rail - Original ticket receipt/Boarding Pass
      Example: A credit card statement for “Travelocity...$300.00” is not sufficient. You must have the Travelocity statement detailing the traveler’s name, destination and payment section. An itinerary showing the amount to be charged is not a receipt. You may use a credit card statement along with your e-ticket showing the same dollar amount on both.
   b. Electronic tickets require a copy of the ticket acknowledgement and verification of payment, usually a credit card receipt or statement.
   c. Lodging- Hotel folio with your name on it.
   d. Car Rental - Car rental agreement/receipt
   e. Personal Car Usage - Receipts for tolls, parking and MapQuest (or similar) printout showing mileage
   f. Meals - Meal reimbursement is limited to the daily per diem. The per diem may not apply on travel days.

C. A check will be issued and mailed to the address on the TEV form that was submitted by the requesting student.