

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...



Keep Everything



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.

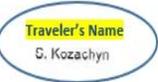
Example of acceptable receipt

(Vendor, Traveler, Dates, Amounts & Method of Payment)



Courtyard by Marriott Worcester

72 Grove St
Worcester Ma 01605
T 508.363.0300



Room: 303
Room Type: GENR
Number of Guests: 1
Rate: \$239.00 Clerk:



Time: Folio Number: 93891

Date	Description	Charges	Credits
22Jun16	Room Charge	239.00	
22Jun16	State Occupancy Tax	13.62	
22Jun16	City Tax	14.34	
22Jun16	Convention and Tourism Tax	6.57	
23Jun16	Room Charge	189.00	
23Jun16	State Occupancy Tax	10.77	
23Jun16	City Tax	11.34	Amounts
23Jun16	Convention and Tourism Tax	5.20	
24Jun16	Room Charge	239.00	
24Jun16	State Occupancy Tax	13.62	
24Jun16	City Tax	14.34	
24Jun16	Convention and Tourism Tax	6.57	
25Jun16	Visa		763.37
	Card #: VXXXXXXXXXXXX1550XXXX Amount: 763.37 Auth: 071127 Signature on File This card was electronically swiped on 22Jun16		
	Method of Payment	Balance:	0.00

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.



Getting started

- Accounts Payable Home
- Catering at Rowan
- Customer Service Survey
- Forms
- News and Updates
- Policies
- Staff
- Training and FAQs
- Division of Finance Home
- Rowan Home

WELCOME TO ACCOUNTS PAYABLE

The Accounts Payable/Cash Management Department is responsible for the approving, disbursing and accounting for all cash disbursements for the University. In addition the department approves Travel requests and reconciles the Corporate Express office supplies accounts.

The major areas the office handles are:

- Miscellaneous Disbursement Vouchers
- Purchase Order Payments
- Travel Requests
- Expense Vouchers



Accounts Payable

Bole Hall
201 Mullica Hill Road
Glassboro, NJ 08028
Phone / 856.256.4115
Fax / 856.256.4443
Email / invoices@rowan.edu

Office Hours:
8:00am - 5:00pm
Monday - Friday

Campus News

▶ New Engineering building art provides great aesthetic | [More](#)

▶ Rowan psychology expert: Breast cancer patients benefit physically from mental health support | [More](#)

▶ National Center for Women & Information Technology awards grant to new computer science club at Rowan University | [More](#)

▶ Geologist to discuss involvement in NASA mission at Edelman Planetarium | [More](#)

▶ Edelman Planetarium hosts fall program | [More](#)

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WELCOME TO **ACCOUNTS PAYABLE**

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.](#)



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Campus News

- ▶ Rowan University Board of Trustees Appointments for 2016-17 | [More](#)
- ▶ Rowan intern takes Hollywood star turn | [More](#)
- ▶ PROFlympics: Homecoming 2016 offers winning activities for students, alumni, friends | [More](#)
- ▶ Rowan Engineering CREATES solutions to roadway problems | [More](#)
- ▶ Holocaust survivor David Tuck to share story of survival in talk at Rowan | [More](#)

Who Travelled?

	<h1>Travel Expense</h1>	** For AP Use Only ** Banner Invoice # <input type="text"/>
Date: _____	Encumbrance No.: _____	
Name: _____	Employee ID #: _____	
Street: _____	Department: _____	
City: _____ State: _____	Zip: _____	
Purpose of Trip: _____		

GSA Rates

Finding your per diem based on the travel destination

<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”

Home > Travel > Plan & Book > Per Diem Rates >

PER DIEM RATES

> Overview

- FY 2017 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Per Diem Boundaries
- Fire Safe Hotels
- Per Diem Look-up
- Per Diem Files (Archived)

Per Diem Rates

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [Per Diem](#) tool to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2017 (Current Year) ▾

Florida ▾

Orlando

OR

ZIP ▾

Find Rates

**Example:
Orlando, Fl.**

Per Diem Rates - M&IE (meals & incidentals)

FY 2017 Per Diem Rates for Orlando Florida

(October 2016 - September 2017)

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

The following rates apply for Orlando Florida

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)
		2016			2017									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Orlando	Orange	\$133	\$133	\$133	\$133	\$133	\$133	\$114	\$114	\$114	\$114	\$114	\$114	\$59

Daily per diem amount

***Meals included as part of the registration fee will be deducted from the per diem rate.*

Per Diem Meal Breakdown and 1st & Last Day rates

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Meal breakdown based on M&IE rate

1st & Last day of travel

Per diem amount 75% of M&IE 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.

FILL IN BELOW THE FOAP TO BE CHARGED					
Index #	Fund #	Organization #	Account #	Program #	Amount
			7215 Only mileage expense <input type="text"/>		
			7216 All other travel expense <input type="text"/>		
			7217 Student travel expense <input type="text"/>		
			<input type="text"/>		

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

Approvals

Dept. Head/Project Director/Dean

Budget

Accounts Payable



Example of a Completed Travel Expense

***All employees are reimbursed via Direct Deposit*



Travel Expense SAMPLE

**** For AP Use Only ****
Banner Invoice #

Date: 7/25/2016 Encumbrance No.: E9999999
 Name: Miranda Salatore Employee ID #: 916146410
 Street: 201 Mullica Hill Road Department: Accounts Payable
 City: Glassboro State: NJ Zip: 08028
 Purpose of Trip: Conference on Travel related forms

Date(s)	Items	Description of Expense (In Detail) <small>(Examples: Hotel name, Conference, Registration, Airline name)</small>	Miles Only	Amount
7/11/16 & 7/15/16	Miles	Round Trip to Airport & Home	46	
7/11/15	Tolls	Walt Whitman Bridge Toll		5.00
7/11-7/15/16	Air Travel	US Airways Round Trip (Orlando, FL)		436.00
7/11-7/15/16	Hotel	Swan & Dolphin Hotel (Orlando, FL) (4 nights)		975.25
7/11/16	Registration Fee	Travel Registration Fee		250.00
7/11/16	Transportation	Taxi's and Shuttle to and from Hotel to Airport (Orlando)		88.05
7/11-7/15/16	Parking Fee	Airport Parking (Phila)		44.00
7/11-7/15/16	Meals	GSA Rate for Orlando, FL (\$50 per day and \$44.25 1st & last)		265.00
7/11 & 7/15/16	Baggage Fee	\$25 fee for each flight		50.00
	Conference Fee	Fee Paid by P000000		-150.00

Subtotal: **Total Miles** 46 X .54 = 24.84 46 1,963.30
Grand Total: 1,988.14
(Please attach original receipts.)

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Budget Accounts Payable

FILL IN BELOW THE FOAP TO BE CHARGED					
Index #	Fund #	Organization #	Account #	Program #	Amount
			7215 Only mileage expense		24.84
			7216 All other travel expense		1,963.30

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](#)



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

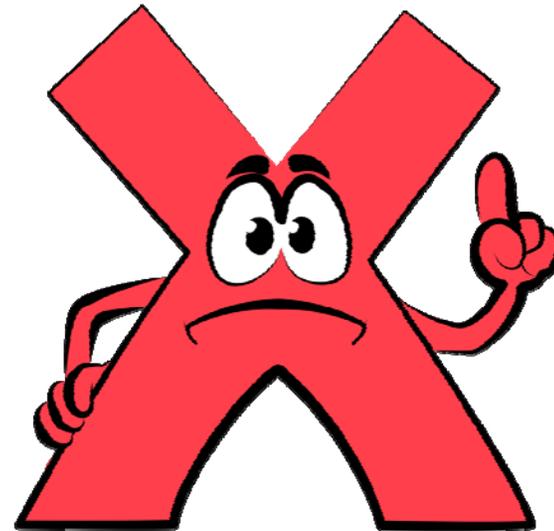


Individual Responsibilities and Procedures

Traveler	<ol style="list-style-type: none">1. Completes a Travel Expense Report with original receipts.2. Submits to Unit Chairperson/ Department Head for approval.
Chairperson/Department Head	<ol style="list-style-type: none">3. Reviews and approves Travel Expense Report.4. Forwards report to Budget or appropriate fiscal representative.
Budget/ Fiscal Representative	<ol style="list-style-type: none">5. Reviews expenses, approves, and forwards to Accounts Payable.
Accounts Payable	<ol style="list-style-type: none">6. Matches Travel Approval /Advance Report to final Travel Expense Report.7. Reviews documentation as necessary.8. Processes for payment upon completion of review.9. Issues reimbursement to traveler within ten (10) business days of submission of completed Travel Expense Report via direct deposit when possible.

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.

Rowan University

Rowan Home Directories Site Map

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- Rowan student journalists to cover Democratic National Convention | [More](#)
- Rowan's Online Construction Management degree cited as a best value | [More](#)
- Rowan Engineering welcomes BEST young men | [More](#)

Rowan University

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WELCOME TO ACCOUNTS PAYABLE

Accounts Payable - University Policies

- [Disbursements](#)
- [Independent Contractor Use Policy](#)
- [Receptions and Entertainment](#)
- [Relocation Expenses](#)
- [Travel Policy](#)

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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