Travel Policy

ROWAN UNIVERSITY POLICY

Title: *Travel Policy*
Subject: *Accounts Payable*
Policy No: Fin: 2015:05
Applies: University-Wide
Issuing Authority: President
Responsible Officer: Senior Vice President for Finance and CFO
Adopted: 12/12/2016
Last Revision: 12 Jan 2024
Last Reviewed: 12 Jan 2024

I. PURPOSE

This policy sets forth expenses that are reimbursable by the University for transportation, meals, lodging, registration fees, and miscellaneous items while traveling on official University business.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Finance and CFO shall implement this policy and Vice Presidents, Deans, Department Managers and Supervisors shall ensure compliance with this policy. The University shall not use state funds for purposes that violate state law. Where necessary to avoid violation of law, the University shall use other available funds to pay for any legally disallowed costs.

III. APPLICABILITY

This policy applies to all administrative employees, faculty, staff, and others authorized to travel on behalf of Rowan University. Rowan employees are expected to use the Concur Travel and Expense software. Students traveling as official representatives of the University travel by sanctioned student organizations will be subject to the same policies and procedures as other University travelers.

IV. REFERENCES

1. State of New Jersey Uniform Ethics Code
2. State Ethics Commission
3. Office of Sponsored Programs
4. Fly America Act
5. Office of Research Compliance-Export Controls
6. Direct Travel
7. International Travel Policy & Guidelines
8. Oanda - Currency Converter
9. Department of State - Foreign Per Diem
10. United States General Service Administration (GSA) - Domestic Per Diem
11. Office of Risk Management
12. Office of Contracting and Procurement

V. POLICY

1. General Requirements:

a. Rowan University will reimburse employees, students, prospective employees and other qualified vendors, for all reasonable travel expenses, as defined in this policy. Requests must be authorized in advance by the traveler's supervisor. Employees must be authorized to commit the University's funds, and are subject to disciplinary action up to and including the termination of employment if proper authorization is not obtained.
b. The procedures apply to all travel expenses for which reimbursement from the University is requested; however, where reimbursement for travel is from a sponsored program, the Request must also receive prior approval from the Office of Sponsored Programs in order to establish that all anticipated travel costs will be allowable for reimbursement in accordance with the terms of the sponsored program.
c. Compliance with this policy and these procedures is the responsibility of the employees, students, prospective employees and other qualified vendors traveling or authorizing another to travel on University business. And, if applicable, the policy of their particular program, school, department, or division.
d. Employees traveling on official University business are expected to exercise care when planning travel and incurring expenses, considering that they are spending public funds and the use of public funds on behalf of the University is a matter of public trust. Travel arrangements should be planned in the best interests of the University to minimize travel expenses. Only the actual and necessary expenses incidental to the performance of official duties shall be reimbursed. Appropriate original itemized receipts/e-receipts must be submitted for individual expense items over $35. The University will reimburse approved expenses for transportation, meals, lodging, registration fees, and miscellaneous items while traveling on official University business. Reimbursements to employees will be made via direct deposit.
e. For situations that are not specifically authorized by this policy, or are special requests for exceptions to this policy, require advanced approval by one of the following: President, Provost, Sr. Vice President and CFO, Sr. Vice President or appropriate Divisional Vice President in advance. For SOM campus the Dean may authorize/approve special requests and exceptions. Such exceptions should be kept to a minimum.
f. To ensure proper internal controls are in place, randomly selected travel reimbursements will undergo further audit review. Questions will be directed to the traveler and supervisor and if necessary, the appropriate Vice President.
g. Any traveler who deliberately falsifies an Expense Report is subject to disciplinary action including: termination of employment, personal liability for reimbursement (including withholding from other payments due to the person), and possible filing of civil or criminal charges.

2. Advanced Approval to Travel
    a. The President, Executive Vice President, Provost, Senior Vice Presidents, Deans or their designees, will approve travel for official University business in advance. Approved Requests (Domestic / International) along with Request for Approval for Attendance at Events form will be submitted to the following departments: Ethics officer as per N.J.A.C. 19:61-6.1(c), Office of Sponsored Programs if grant related and Accounts Payable to ensure compliance with University policies.
    b. Rowan employees and students planning an international trip must follow the University's International Travel and Export Control Guidelines before making plans. The following policy and guidelines aim to ensure the safety and security of Rowan employees and students who engage in Rowan affiliated international travel. Please review the steps provided by the International Center.
    c. Request for Approval for Attendance at Events for non-university funded travel:
        i. Employees must receive prior approval from their supervisor and Ethics Liaison Officer (ELO) before attending events to which they are invited in their official capacity that takes place away from the work location and are sponsored or co-sponsored by a non-State government source.
        ii. Pursuant to N.J.A.C. 19:61-6.8, approval from the supervisor and Ethics Liaison Officer is required to attend such events by completing the "Request for Approval for Attendance at Events" form four (4) weeks in advance.
        iii. The ELO will review the form to determine whether the outside activities are permissible in accordance with the Conflicts of Interest Law, the Uniform Ethics Code and other applicable agency supplemental code or authority.

iv. There are situations where employees are notified of attendance obligations at the last minute, or have simply neglected to file the required form. Even if the form is not completed, employees should be aware of the protective nature of the attendance form and that if they attend an event that has not been approved and accept benefits at that event that are not permitted, that they will be required to reimburse the event sponsor and may be subject to an ethics violation.

d. Exceptions to the Request may be granted for those situations specifically authorized by one of the following: President, Provost, Sr. Vice President, or appropriate Divisional Vice President. For SOM campus the Dean may authorize/approve exceptions to the Request.
e. Requests (Domestic / International) must be submitted and approved 4 weeks prior to departure except for those situations specifically authorized by the President or Divisional Vice Presidents.
f. Requests (Domestic / International) should be submitted for each overnight trip and employee.
g. Day Travel expenses (registration, mileage, parking and tolls, etc.) do not require the submission of a Request/Encumbrance number (E#).

3. Prepayment of Travel Expenses
   a. Prepayment of the following travel expenses, registration and airfare should be submitted via an Expense Report/Travel Prepayment form once an approved travel encumbrance number has been assigned. If the Prepayment is for a Day Travel related expense, it can also be submitted via an Expense Report/Travel Prepayment.
   b. University does not prepay for hotels except for Team or Group Travel.
   c. Cash advances for general travel will not be authorized. In certain circumstances, one of the following: President, Provost, Sr. Vice President, or appropriate Divisional Vice President may authorize advances to cover meals, such as Team and Group Travel. For SOM campus the Dean may authorize/approve requests for cash advances.
   d. Cash advance must be in compliance with this policy. Contact the Accounts Payable Department, asktravel@rowan.edu, to request a cash advance. The cash advance will be processed after the required documents have been approved.
   e. Cash advances will be issued no more than 10 days prior to the start date of travel.
   f. If a cash advance was obtained, the traveler should return any unused funds to the University within 3 business days after travel was completed. Failure to properly account for actual expenses within the time period may disqualify the person from receiving any advances thereafter.
4. Concur
   a. Concur is a comprehensive web-based service that provides employees, faculty and staff with all the tools needed to create a travel request, book travel and submit expense reports. Concur will provide an integrated and centralized approach that will replace the use of paper forms and create a seamless experience in a single system to streamline the travel process. Concur is Rowan University's preferred method of processing all requests, bookings and expenses.
   b. Concur includes four modules:
      i. Request - This module is used to automate the overnight travel request and approval process for domestic and international travel before incurring any travel expenses.
      ii. Travel - This module can be used to obtain travel estimates and make travel reservations for: airfare, hotel, car rental etc. Reservations will be made through the University's contracted travel management company (TMC) Direct Travel. It is preferred that employees utilize the Concur Booking Tool to book airline tickets, hotels, and car rentals for official University travel. Travelers with international or multi-leg itineraries are encouraged to contact Direct Travel for assistance.
      iii. Expense - This module is used to automate, manage and approve your overnight and or day travel expenses.
      iv. App Center - This module will help Rowan University and their travelers find apps that drive smarter spend, easier travel, and effortless expensing. The App Center provides quick access to your favorite apps and services, which can be linked to Concur. This allows an open door between the two services so the data that needs to be shared can flow securely and automatically.
   c. Requesting International Travel Approval
      Concur Request should be used to obtain approval for international travel from designated University personnel. Concur will also be used to notify other appropriate University parties of

international travel. For more information regarding international travel requests, please see the Concur website.

d. Booking Travel
Airfare, rental cars, and hotels should be booked using the Concur Booking Tool or through the University's travel management company (TMC). For more information, please see the Concur website.. It is preferred that employees utilize the Concur Booking Tool to book airline tickets, hotels, and car rentals for official University travel. Travelers with international or complex itineraries are encouraged to contact the TMC for assistance. While the Concur Booking Tool is preferred, travelers can also utilize Concur for self-booked travel in order to receive reimbursement.

5. New Jersey Sales Tax
    a. Rowan University is exempt from New Jersey Sales Tax. The travel industry (e.g., hotel, car rental, restaurants) frequently will not recognize this status and insist that taxes be paid. In these instances, the employee will be reimbursed for the taxes paid. If the supplier requests a tax-exemption document, a tax exemption letter can be obtained from Accounts Payable or the Office of Contracting & Procurement. The Sales Tax Exemption certificate is to be used only for University business. Misuse of this form for personal business is in violation of the laws of the State of New Jersey.
        i. Sales tax included in all meals is reimbursable as long as the total cost does not exceed the daily per diem rate.
        ii. Sales tax included in all out of state lodging, airfare and all automobile rentals are reimbursable.
6. Authorized Transportation Modes
    a. The method of transportation used by individuals will be the most practical and economical, with due consideration given to the time involved, extra meals, lodging costs and the mission to be accomplished. First Class, Business Class or travel on Acela trains is not permitted except under special circumstances that must be approved in advance by one of the following: President, Provost, Sr. Vice President, Divisional Vice President or Dean. For SOM campus the Department Head may authorize/approve exceptions to the modes of transportation. Travel on Acela trains is only permitted when it is the most economical.
    b. For more information on modes of transportation, see Attachment 9.
7. Per Diem Rates
    a. The University applies GSA Rates for domestic travel and Department of State Rates for International travel.
    b. Gratuity and/or tips are included within the Meals and Incidental Expenses (M&IE) per diem. Incidental Expenses (IE) are fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
    c. Actual cost per meal may be submitted for reimbursement however, the University will use the approved per diem rates if no receipts are submitted. You will not be reimbursed for more than the approved per diem rate per meal even with a receipt unless pre-approved. The guidelines are included in Attachment 10.
8. Foreign Currency
    a. The University requires that all expenses incurred in a foreign country be converted to U.S dollars when submitting an Expense Report. The University will not reimburse funds in foreign currencies. It is recommended to use Oanda.com for currency conversion and include the converter report for all foreign expenses.
9. Miscellaneous Expenses
    a. Charges for telephone calls on official business are allowed. Long distance calls must be itemized on the Expense Report indicating the date and cost of the call. One personal telephone call of moderate duration, not to exceed 15 minutes, to immediate family for each out of town travel day is reimbursable.
    b. Reasonable internet charges are reimbursable if required for University Business.
    c. Registration fees required for attendance at conventions, conferences, and official meetings are allowable expenses.

d. Certain miscellaneous expenses are non-reimbursable except with prior approval. University policy considers these expenses to be either personal, unnecessary or avoidable expenses incurred during travel. As a result, there may be tax consequences to the travelers if reimbursed. (See Attachment 12)
e. Patient-Escorted outings are an allowable expense.
f. Expense Reports exceeding the original requested amount by more than $50 require additional approval. A letter explaining the overage must be signed by the appropriate expense approver and submitted with the expense report. If submitting the Expense Report in Concur, complete the field, Provide Explanation for Over Requested Amount.
g. The Office of Management and Budget Circular (No.: 06-14-OMB III.E) states, "entertainment expenditures related to State employees are allowable only to the extent that such employees are essential to the conduct of the activity, event or function".

10. Non-Reimbursable Travel Expenses
    a. Non-reimbursable expenses are included in Attachment 12. The President, Provost, Sr. Vice President and CFO, Sr. Vice President or Divisional Vice President may approve payment for certain expenses in special circumstances. For SOM campus the Dean may authorize/approve non-reimbursable expenses in special circumstances.
    b. If an employee, while traveling for business purposes, decided to take a vacation either before or after the business trip or brings along family members, the cost of the trip must be split appropriately between business and personal expenses. Only business expenses will be reimbursed.
11. Candidate Travel
    a. Candidates who are authorized to receive travel reimbursement, shall submit a fully completed Day Travel Expense Form. Original itemized receipts that substantiate the expenditures for which reimbursement is requested must be attached. The Dean and/or Provost/Divisional Vice President are responsible for the review and approval. Upon completion, all approved documents and original itemized receipts must be forwarded to the Accounts Payable Office for reimbursement. For additional requirements, please contact the department conducting the search.
    b. The Provost Office will cover expenses for (3) candidates (per faculty line) for full time faculty only. The limit of reimbursement is $200.00 per candidate, per search, for meals (this includes candidate during travel). If the total (including tip) exceeds this amount, the difference will not be reimbursed.
    c. This policy does not apply to private funds donated to the Rowan University Foundation or other separately incorporated affiliates of the University.

VI. ATTACHMENTS

1. Attachment 1 - Definitions
2. Attachment 2 - Concur Request Workflow
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4. Attachment 4 - Student/Non-Employee Domestic Travel Request Paper-Based Process
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7. Attachment 7 - Approver Responsibilities - Travel Request
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9. Attachment 9 - Modes of Transportation
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11. Attachment 11 - Lodging
12. Attachment 12 - Non-Reimbursable Travel Expenses
13. Attachment 13 - Mileage Scenarios

Attachment 1
Definitions

1. Allocations – Used to assign the cost of the trip or purchase to multiple departments or FOAPALs.

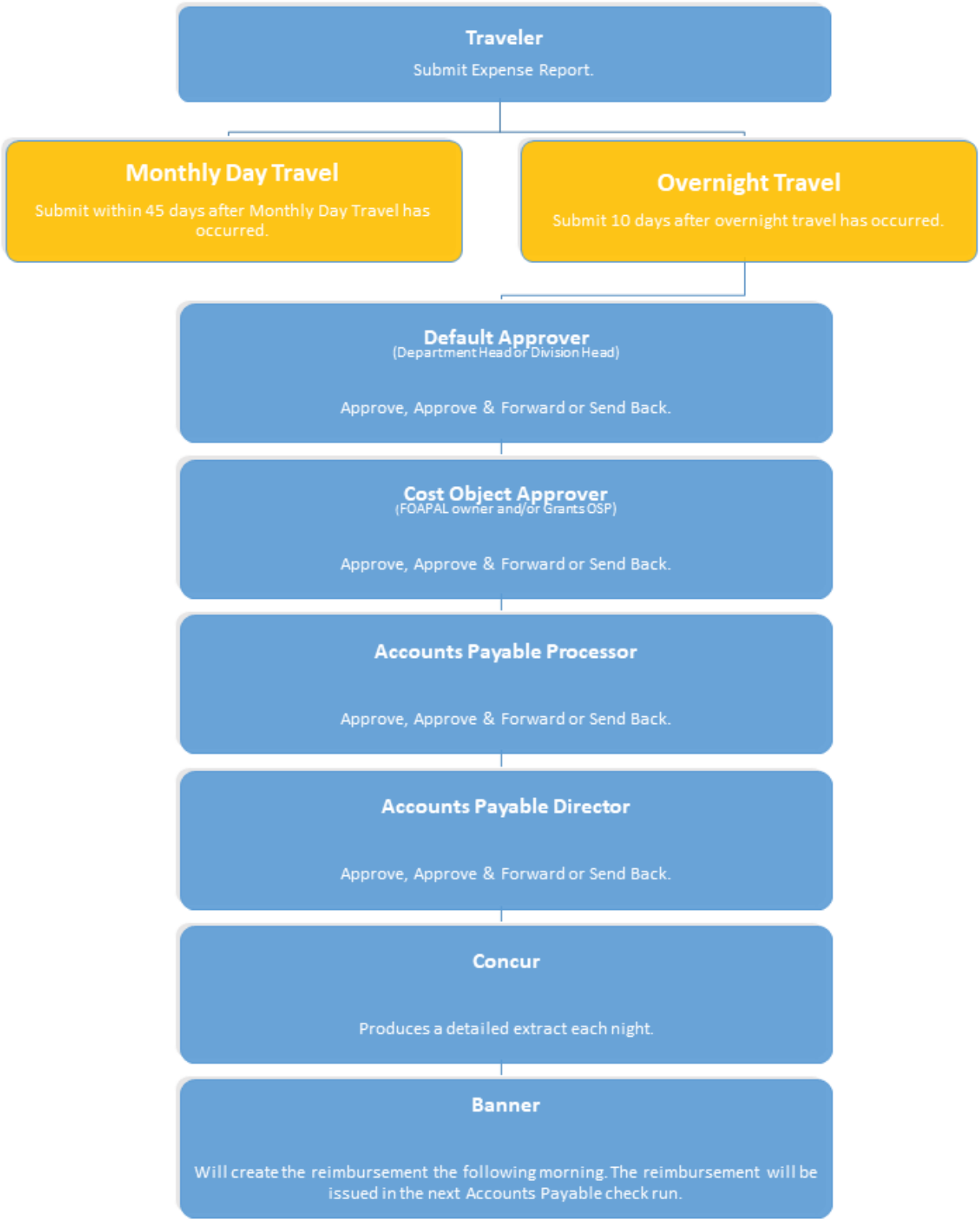
2. AP Approver – This approver verifies all requests and expense reports are in compliance with the University travel policy and procedures.
3. Approval Flow – A log of who the Travel Request/Expense Report will be approved by.
4. Audit Trail – A log of all actions taken on a Travel Request/Expense Report.
5. Cash Advance – Funds for meal per diem requested by the traveler before s/he attends a business trip.
6. Concur Travel – Allows travelers to book airfare, car rental reservations, and hotel reservations through the University's travel management company (TMC), Direct Travel by using the online booking tool or booking directly with a Direct Travel agent.
7. Conventions and Conferences – A convention or conference is defined as a formal scheduled meeting of a recognized organization in which the University or Department maintains a membership, has an active area of interest or is necessary to the conduct of business of the unit or the mission of the University.
8. Cost Object Approver – Travelers often incur expenses on behalf of more than one department; this role will ensure that transactions are routed to an authorized approver for the department incurring the expenses. Meaning that no charges will post to your department's FOAPAL without review by authorized individuals in your department. Cost object approvers review transactional activity from a financial perspective to ensure the accuracy of assigned FOAPAL and availability of budgeted funds.
9. Day Travel Expense Report – Travel for official University business without the need of an overnight stay. Day Travel does not require a Request or Encumbrance Approval Number (E#), and can be submitted for reimbursable expenses such as mileage, parking, tolls, registrations, etc.
10. Default Approver – This approver is responsible for a review of policy compliance, travel approval, and funding verification. Typically this approver is an employee's immediate supervisor and can also serve as the Department Head depending on the needs of the department. The default approver will review and approve both the travel request and expense report. This approver is also responsible for verifying all required supporting documentation is attached to the request and expense reports.
11. Default Approver 2 – This approver is the Division Head who is responsible for the College or Division and ensures that a traveler's activity is compliant, reasonable, appropriate in the context of his/her business purpose, and allowable by University policy. This role also oversees situations that are not specifically authorized or require exceptions to the travel policy.
12. Delegate – An employee who is granted permission to act on behalf of another employee to perform tasks within Concur. Delegate permissions are for Request, Travel booking and Expense. You will also need to add this delegate as an Assistant/Travel Arranger to allow them to book travel via Concur.
13. E-Receipt/Receipt – An electronic/paper receipt for a travel expense. An itemized receipt must be submitted for any expenditure of $35 or more and must identify:
    a. The date of purchase
    b. The vendor name
    c. Itemized list and unit price of the purchased items
    d. Sales tax
    e. The total amount paid
14. Ethics Approver – This approver is the Ethics Liaison Officer who will review the request and supporting documentation such as the Request for Approval for Attendance at Events form for non-University funded travel to determine whether the outside activities are permissible in accordance with the Conflicts of Interest Law, the Uniform Ethics Code, N.J.A.C. 19:61-6.8, and other applicable agency supplemental code or authority.
15. Expense Report – A report that is created after expenses are incurred which requests reimbursement for out-of-pocket expenses, and to reconcile any University paid transactions including Ghost Card (Bank of America) transactions.
16. Expense Types – List of expenses that the traveler can incur.
17. Export Control Approver – This approver verifies that the export control training and International Travel Checklist was completed as mandated by the Office of Research Compliance.
18. FOAPAL – The Fund-Org-Account-Program where the travel expenses will be charged to.
19. Frequent Traveler Programs – Loyalty programs that are offered by many airlines, hotels, and car rental agencies. Also known as Frequent Flier or Mileage programs.
20. Grants Approver – This approver is responsible for review of funding verification and validating the request is within compliance with the Office of Sponsored Programs.
21. International Travel – Official University business in, to, or from a destination that is NOT in the United States (including its territories and possessions).

22. Official University Business – Includes all business travel, including attendance at meetings and gatherings, other than “Conventions and Conferences” or “Staff Training and Development Seminars, Continuing Education,” that has been approved by the appropriate authority. Board of Trustees meetings and board committee attendance are included in this category.
23. Personal Expense – An expense for personal items such as clothing, luggage, toiletries, newspapers, magazines, movies, or other entertainment.
24. Proof of payment – May take many forms, for example cash register receipt, copy of an order form showing payment was received, web receipt, email confirmation of payment and canceled check. A credit card statement or copy of the credit card that matches the last 4 digits shown on the receipt should also be provided in addition to the receipt/order confirmation.
25. Preferred Vendor/Supplier – A mutual agreement between airlines, hotels, and/or car rental agencies and individual companies to promote increased bookings with vendor-specific suppliers; therefore, a higher discount and travel benefits is earned by the company.
26. Request – A Travel Request submitted by the traveler with estimates of travel expenses. The Request must be approved prior to making any travel reservations and or completing an Expense Report.
27. Request Header – The first page in Concur request where the traveler will provide basic information; destination, dates, purpose etc. regarding his/her trip in Concur.
28. Segments –The Segments tab is where you enter dates, destination and total estimated amounts for hotel, airfare, car, etc. The segments tab is also where the traveler can book with Direct Travel.
29. Staff Training and Development Seminars, Continuing Education – Includes all regularly scheduled training and development.
30. Study Abroad Approver – This approver is responsible for reviewing Travel Requests to ensure students are not travelling to Risk Level 3 countries or Risk Level 3 regions/provinces/cities in Risk Level 2 countries.
31. Travel Arranger – An employee who is granted permission to book travel on behalf of another employee and will receive email confirmations for the travel the arranger has booked.
32. Travel Assistant – An employee who is granted permission to book travel on behalf of another employee, modify user profile as needed, and receive travel email notifications in regards to the employee’s travel regardless of who made the reservation.
33. Traveler – All faculty and staff members, students, house staff (residents and postdoctoral fellows), members of the Board of Trustees, volunteer faculty and other volunteers.
34. TripIt – An application that can be used by the traveler which shows all information regarding a trip in one place.
35. Unit Administrator/Department Head – Faculty or staff member with fiscal and administrative responsibility for the unit or department.
36. Waypoint – A location on a map where you are traveling from or to.

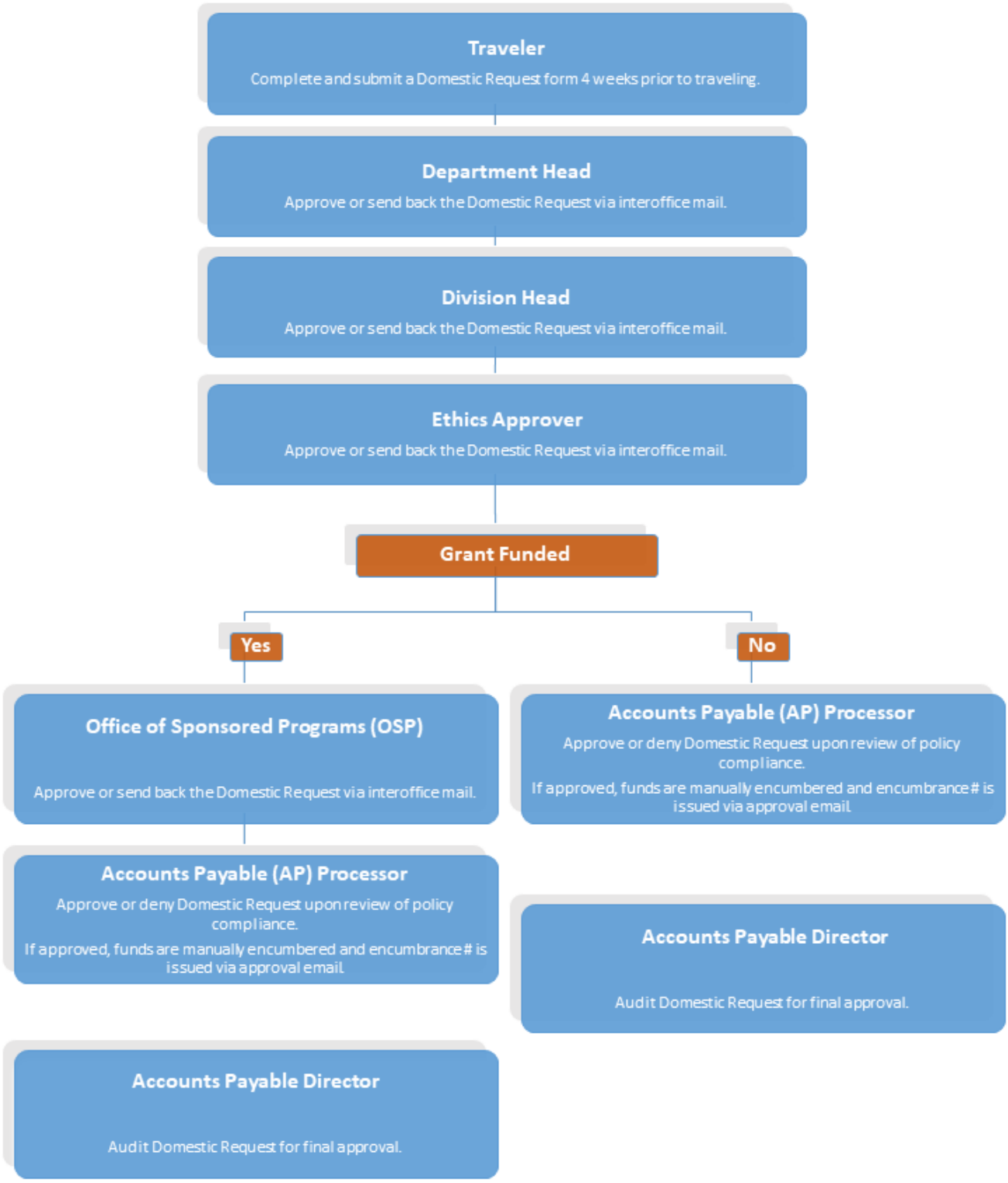
Attachment 2
Concur Request Workflow


Traveler
Complete a Request in Concur 4 weeks prior to traveling.
Default Approver
(Department Head)
Approve, Approve & Forward or Send Back.
Default Approver 2
(Division Head)
Approve, Approve & Forward or Send Back.
Domestic Travel
Ethics Approver
Approve, Approve & Forward or Send Back.
Cost Object Approver
(FOAPAL owner and/or Grants OSP)
Approve, Approve & Forward or Send Back.
Accounts Payable
Reviews Online Bookings & Exceptions Only.
Concur
Produces a detailed extract each night.
Banner
Encumber funds, create an Encumbrance # and notify travelers via email.
International Travel
Export Control Officer
Approve, Approve & Forward or Send Back.
Ethics Approver
Approve, Approve & Forward or Send Back.
Cost Object Approver
(FOAPAL owner and/or Grants OSP)
Approve, Approve & Forward or Send Back.
Accounts Payable
Reviews Online Bookings & Exceptions only.
Concur
Produces detailed extract each night.
Banner
Encumber funds, create an Encumbrance # and notify travelers via email.

Attachment 3
Concur Expense Report Workflow

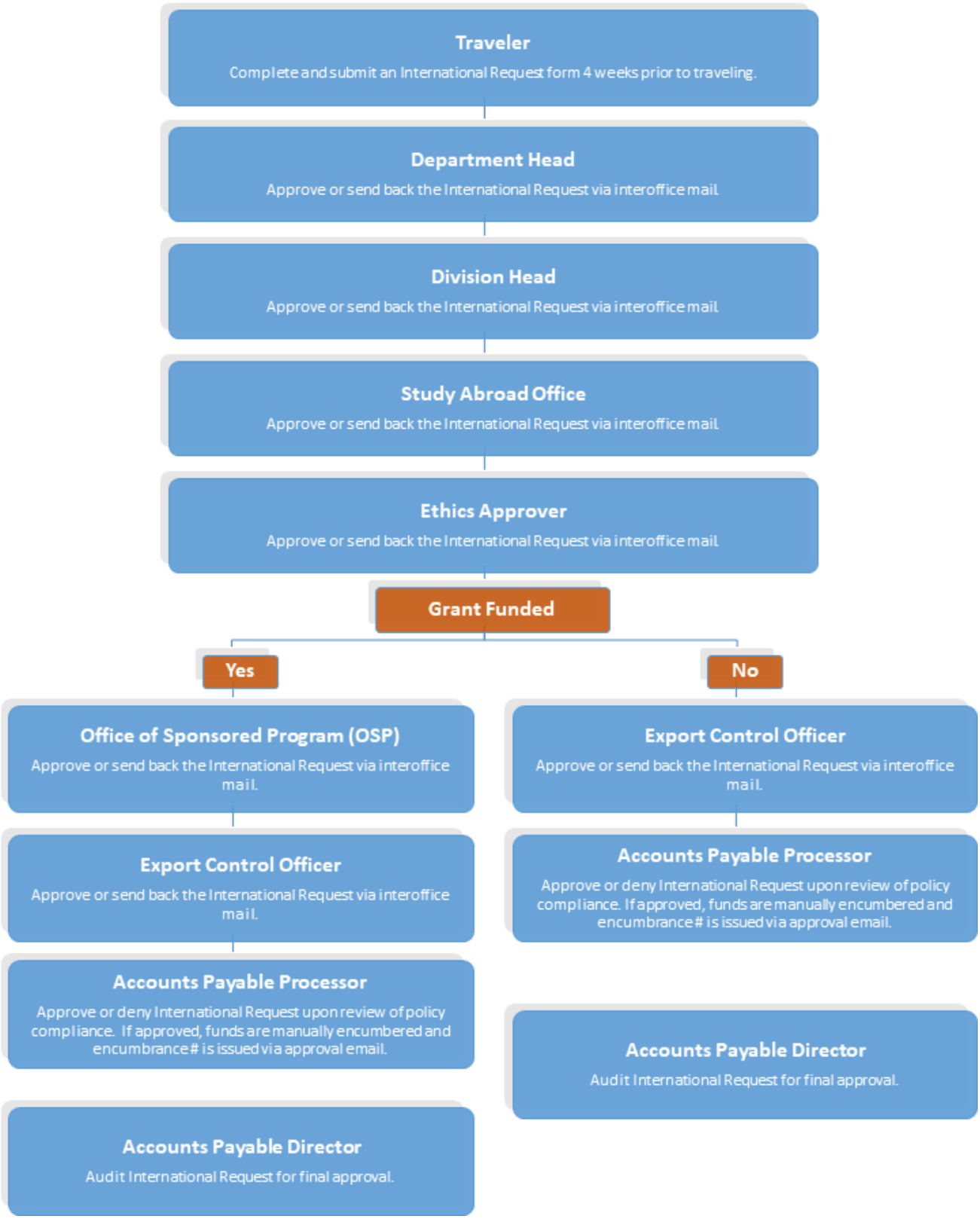


Attachment 4
Student/Non-Employee *Domestic* Travel Request Paper-Based Process



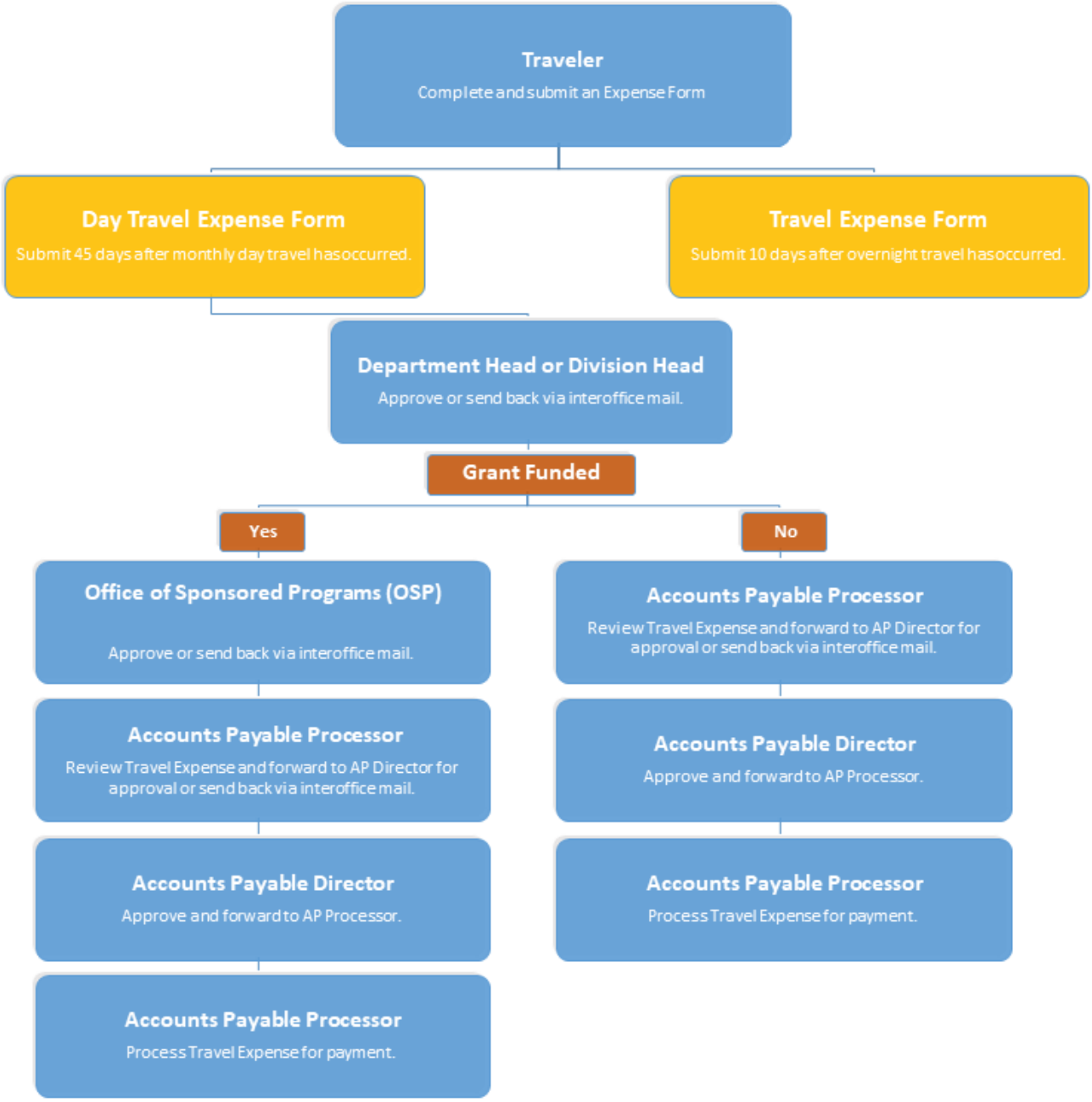
Students do not have access to Concur at this time

Attachment 5
Student/Non-Employee *International* Travel Request Paper-Based Process



Students do not have access to Concur at this time

Attachment 6
Student/Non-Employee Travel Expense Paper-Based Process



Students do not have access to Concur at this time

Attachment 7
Approver Responsibilities - Travel Request

The Senior Vice President for Finance and CFO is responsible for approving Travel Requests for the members of the Board of Trustees. The President or his designee is responsible for approving Travel Requests of those reporting directly to the President. The Provost is responsible for approving Travel Requests for all the Deans and other direct reports. Each Vice President is responsible for approving Travel Requests for their direct reports.

1. The Department Head/Division Head/Director is responsible for reviewing Travel Requests to ensure:
    a. Policy compliance, funding verification, allowable per the travel policy and appropriate use of funds.
    b. Requests are submitted for overnight travel (Domestic / International).
    c. Requests are submitted 4 weeks prior to travel start date.
    d. Cash advances are allowable to those who qualify.
    e. Fiscal control and fiduciary responsibilities are maintained when committing University funds.
    f. The traveler is performing official University business, exercising care when planning travel and verifying expenses are ordinary, reasonable, not extravagant, necessary, and supported by a trip purpose. Plans should be in the best interest of the University to minimize travel expenses.
    g. All required supporting documentation is attached and coincides with the trip purpose on the Request.
    h. The approval confirms the verification process is complete and travel is a valid Rowan University expense or the trip is funded by an outside source.
2. Ethics Approver is responsible for reviewing Travel Requests to ensure:
    a. Each Request meets the rules and regulations of the State Ethics Commission.
    b. Travelers are following the plain language guide, which explains ethics rules and laws found in the NJ Conflict of Interest Law and State Ethics Commission.
    c. The travelers are bound by the Uniform Ethics Code and any ethics code adopted by the University.
    d. All required supporting documentation is attached and coincides with the trip purpose on the Request.
    e. Requests should be submitted 4 weeks prior to departure.
    f. Timely approval is required to make sure prices are similar to the estimated expenses entered in a Request as well as availability of flights, hotels, etc.
    g. The approval confirms the verification process is complete and the Request complies with State Ethics Commission criteria.
3. Export Control Approver is responsible for reviewing Travel Requests to ensure:
    a. Each international Request complies with the U.S. Export Control laws and regulations, including the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR) and Office of Foreign Assets Control (OFAC).
    b. The proper export control forms and training is completed before the traveler can be approved.
    c. All international Requests have the International Travel Checklist and International Travel Export Controls CITI Training included as an attachment.
    d. International travelers complete and comply with appropriate forms. Travelers should understand that research activities, discussions, equipment, materials, software and technology in other countries may be subject to US Government export control regulations and failure to comply with these regulations can lead to severe penalties.
    e. The International Travel Checklist is completed within 5 business days of booking the airfare.
    f. All required supporting documentation is attached and coincides with the trip purpose on the Request.
    g. All International Requests should be submitted 4 weeks prior to departure.
    h. Timely approval is required to make sure prices are similar to the estimated expenses entered in a Request as well as availability of flights, hotels, etc.
    i. The approval confirms the verification process is complete and that the Request is a valid Rowan University expense or the trip is funded by an outside source.

4. Study Abroad Approver is responsible for reviewing Travel Requests to ensure:
    a. Students are not travelling to Risk Level 3 countries or Risk Level 3 regions/provinces/cities in Risk Level 2 countries.
5. Cost Object Approver is responsible for reviewing Travel Requests to ensure:
    a. Transactional activity from a financial perspective to confirm the accuracy of assigned FOAPALs and availability of budgeted funds.
    b. The traveler utilized the correct FOAPAL before approving the Request.
    c. Requests will forward to the next Cost Object Approver if the traveler entered more than one FOAPAL in Concur.
    d. The business purpose of the Request complies with any applicable sponsored program/grant requirements if applicable.
    e. All budgetary requirements are met and maintained when committing University funds.
    f. The approval confirms that the verification process is complete and that the Request is a valid Rowan University expense or the trip is funded by an outside source.
    g. Requests and estimated expenses are ordinary, reasonable, necessary, and supported by a trip purpose.
    h. Estimated expenses are planned in the best interest of the University to minimize travel expenses.
    i. Requests have available funding in Banner so an encumbrance number can be created.
6. Accounts Payable is responsible for reviewing Travel Requests to ensure:
    a. Policy compliance, funding verification, allowable per the travel policy and appropriate use of funds.
    b. All required supporting documentation is attached and coincides with the trip purpose on the Request.
    c. Online Bookings and warning exceptions are reviewed in Concur.

Attachment 8
Approver Responsibilities - Travel Expense

The Senior Vice President for Finance and CFO is responsible for approving Expense Reports for the members of the Board of Trustees. The President or his designee is responsible for approving Expense Reports of those reporting directly to the President. The Provost is responsible for approving Expense Reports for all the Deans and other direct reports. Each Vice President is responsible for approving Expense Reports for their direct reports. It is the responsibility of all parties to report any suspected instances of fraudulent submission of expense reports or serious violations of this policy to the appropriate Senior Vice President.

1. The Department Head/Division Head/Director is responsible for reviewing Expense Reports to ensure:
    a. Policy compliance, funding verification, allowable per the travel policy and appropriate use of funds.
    b. Fiscal control and fiduciary responsibilities are maintained when committing University funds.
    c. The traveler is performing official University business, exercising care when planning travel and verifying expenses are planned in the best interest of the University to minimize travel expenses.
    d. Expense Reports are reviewed with appropriate diligence to validate each transaction is a legitimate business expense and complies with University Policies along with Federal and State regulations.
    e. A valid Encumbrance Approval Number (E#) was provided for each overnight trip and validating all sections of the Expense Report are reviewed before approving.
    f. Non-reimbursable travel expenses are not included in Expense Reports or that the expense type is marked as Non/Reimbursable/Personal.
    g. Funds are available to cover the cost of transactions, the accompanying receipts and supporting documentation are attached, and trip coincides with the trip purpose and has been reviewed for accuracy and appropriateness.
    h. Expense Reports are submitted 10 days after the end of travel for overnight trips.
    i. Day Travel Expense Reports have been submitted at the end of each month. Submission deadline for Day Travel is 45 days after the end of each month.

j. Prompt approval of all Expense Reports to validate available funds, to confirm expenses are recorded in the correct fiscal year, and to reimburse the traveler in a timely manner.
k. The approval confirms the verification process is complete and that the travel is a valid Rowan University expense or the trip is funded by an outside source.

2. Cost Object Approver is responsible for reviewing Expense reports to ensure:
    a. Transactional activity from a financial perspective to ensure the accuracy of assigned FOAPALs and availability of budgeted funds.
    b. The traveler utilized the correct FOAPAL before approving the Expense Report.
    c. Expense Reports will forward to the next Cost Object Approver if the traveler entered more than one FOAPAL in Concur.
    d. The business purpose of the Expense Report comply with any applicable sponsored program /grant requirements if applicable.
    e. All budgetary requirements are met and maintained when committing University funds.
    f. If Grant funded, Director of OSP will verify travel costs are allowable for reimbursement in accordance with the terms of the sponsored program.
    g. The approval confirms the verification process is complete and that the travel is a valid Rowan University expense or the trip is funded by an outside source.
3. Accounts Payable is responsible for reviewing Expense Reports to ensure:
    a. Policy compliance, allowable per the travel policy and appropriate use of funds.
    b. The traveler is performing official University business, exercising care when planning travel and verifying expenses are planned in the best interest of the University to minimize travel expenses.
    c. Expense Reports are reviewed with appropriate diligence to validate each transaction is a legitimate business expense and complies with University Policies along with Federal and State regulations.
    d. A valid Encumbrance Approval Number (E#) was provided for each overnight trip and validating all sections of the Expense Report are reviewed before approving.
    e. Non-reimbursable travel expenses are not included in Expense Reports or that the expense type is marked as Non/Reimbursable/Personal.
    f. The accompanying receipts and supporting documentation are attached, trip coincides with the trip purpose and has been reviewed for accuracy and appropriateness.
    g. Expense Reports are submitted 10 days after the end of travel for overnight trips.
    h. Day Travel Expense Reports have been submitted at the end of each month. Submission deadline for Day Travel is 45 days after the end of each month.
    i. Prompt approval of all Expense Reports to validate available funds, to confirm expenses are recorded in the correct fiscal year, and to reimburse the traveler in a timely manner.
    j. The approval confirms the verification process is complete and that the travel is a valid Rowan University expense or the trip is funded by an outside source.
    k. The final approved Expense Report is processed for payment.

Attachment 9
Modes of Transportation

The method of transportation used by individuals will be the most practical and economical, with due consideration given to the time involved, extra meals, lodging costs and the mission to be accomplished. Reimbursement for modes of transportation shall be limited to the lowest available rate with a reasonable amount of advance planning. Only the actual and necessary expenses incidental to the performance of official duties shall be reimbursed. Ground transportation distance, dates and times should coincide with the approved trip dates, destination, and scheduled agenda before reimbursement can be processed. The Director of Risk Management and Insurance is responsible for reporting accidents involving Rowan University owned vehicles to the Bureau of Security Responsibility of the Division of Motor Vehicles.

1. Airline Travel
    a. Airfares should always be the lowest discounted or economy fare available. Reservations should be made sufficiently in advance to obtain the lowest or most reasonable fare.

b. Airfare may be booked online using the Concur website or by calling the contracted travel management company (TMC).
c. Airfare: Business Class and First Class travel is reimbursable only with advance written approval from one of the following: President, Provost, Sr. Vice President, Divisional Vice President or Dean and when the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. For SOM campus, the Department Head may authorize/approve exceptions to the airfare class.
d. Upgrades, as described above, are only allowed for non-group travel.
e. Flights funded through grants may be subject to the Fly America Act or other restrictions. The Fly America Act is a federal regulation that requires the use of U.S. carriers for travel that will be reimbursed from federal grants and contracts. Travelers who will be reimbursed from federal grants and contracts can also use foreign air carriers with code-sharing agreements with U.S. flag carriers. If traveling with or using funds from a federal grant, refer to the Fly America Act or contact the Office of Sponsored Programs.
f. Reimbursement may exceed the lowest fare only if seats are unavailable at the lowest fare or if travel at a higher fare will result in a material cost savings to the University or material timesaving to the traveler, as approved in advance. A documented medical condition will be considered for an exception to these rules.
g. Expenses for necessary additional days may be requested if the total costs of the reduced fare plus the additional days' expenses are less than the lowest available fare would have been without the additional days of travel. An explanation for the cost savings to the University must be clearly noted on the Expense Report.

2. Train Travel
    a. Train travel may be booked online using the Concur website or by calling the contracted travel management company (TMC).
    b. Travel on Acela trains is only permitted when it is the most economical.
3. Taxicabs and Shuttle Service
    a. Charges for taxi, Uber, Lyft and airline shuttle service, including tips at a reasonable market rate of the charge, are reimbursable when other modes of travel are not available or practical.
    b. Unless properly justified, claims for taxi or shuttle service should be limited to the rate for the regularly scheduled airport or shuttle service.
    c. Expenses incurred must coincide with the business purpose, performance of official duties and relate to conducting authorized University matters.
4. Privately Owned Vehicles
    a. Employees may use their private vehicles for official University business. Mileage reimbursement will be made at the prevailing IRS business rate. If a personal automobile is used for business purposes, individuals will be reimbursed for miles incurred in excess of daily commute. **Note:** When using Concur, the Mileage Calculator will round the miles driven to the nearest whole number. The personal mileage reimbursement covers all costs related to the operation of the vehicle, including service, maintenance, insurance, depreciation, and gas. Travel between campuses and offsite locations must be authorized in advance by the traveler's supervisor. The supervisor should evaluate what mode of transportation and reimbursement is appropriate given the nature of the assignment. Transportation and reimbursement options are subject to budget availability of the department, and the optimal time and budgetary trade-off for transportation services.
    b. Students/Non-Employees are required to submit driving directions using Google Maps which provides a Google Mileage summary. This one page summary condenses all the necessary information to comply with this policy.
        i. The Google Mileage Summary should be the supporting documentation for each Day Travel Expense Form, Domestic / International Travel Request Form, and Travel Expense Form. In addition, the Google Mileage Summary is the ONLY supporting documentation accepted by Accounts Payable.
    c. Reimbursement for travel outside of the State shall be permitted when such arrangements prove to be more efficient and economical than other forms of public transportation.

d. Travel assignments, where such assignments are on a regularly recurring basis, and it is inappropriate to designate the faculty or staff member's home as the official work station, reimbursement shall be on the basis of total travel cost from home to the temporary work station or from the official work station to the temporary work station, whichever is less.
e. In certain cases, where faculty or staff members normally work on field assignments, but do have regular or periodic requirements to report to an official work station, it may be appropriate to designate the faculty or staff member's home as an alternate official work station for all travel except to the primary official station. In such instances, the faculty or staff member will be reimbursed on the basis of total travel cost from home, except that travel from home to the primary official work station shall not be reimbursable.
f. Travel on weekends or holidays to a temporary official work station is reimbursable from the faculty or staff member's home. For the most common scenarios, see attachment number 13.
g. Day Travel Expense Reports should be submitted at the end of each month. Submission deadline for Day Travel is 45 days after the end of each month. Failure to observe this deadline could lead to denial of reimbursement.
h. A standard set of pre-calculated miles has been created for the driving distance between the three University campuses. This eliminates the need to provide a Google Mileage Summary as these locations have been predetermined. For a list of the pre-calculated miles between campuses, please see Attachment 13.

5. Automobile Rental
    a. Automobile rentals may be permitted under extenuating circumstances where commercial transportation facilities are not available or their use is impractical. A justification outlining the expected cost savings to the University must be provided. Especially if the rental vehicle is less expensive than other modes of transportation or when there is no other means of transportation available.
    b. The President, Provost, Senior Vice President, Divisional Vice President, or Dean must approve the car rental prior to the trip. For SOM campus, the Department Head may authorize/approve use of an automobile rental.
    c. Approved justification letter must be attached to the travel request form. In Concur, complete the field “Reason for Car Rental” under the Car Segment.
    d. If the anticipated use of a rental will be sufficiently long enough to justify a weekly rate over a daily rate, then a weekly rate should be booked.

        i. Travelers must select the least expensive car available, with only the features necessary to perform one's duties. Inquiries should be made of automobile rental agencies as to whether they offer discounts to state agencies or University employees.
        ii. The University's designated vehicle rental agency should be used whenever possible.
        iii. Travelers should rent vehicles in the University's name with the authorized traveler as the named driver. Under no conditions should the authorized traveler allow another person to operate their rental vehicle.
        iv. Travelers should purchase a collision damage waiver (CDW) from the rental agency for all University travel (Domestic / International). For more information on collision damage waiver, please see Automobile Coverage on Risk Management website.
        v. For more information on vehicle rental services, contact the Office of Contracting & Procurement.

Attachment 10
Business Meal Travel Allowances

Business meals while traveling may be requested for overnight travel. The University complies with the federal government per diem rates as well as actual meal expenses. Business meal allowances may be requested for overnight trips to domestic and international locations. The two federal agencies consist of; the General Services Administration and the Department of State. The General Services Administration (GSA) establishes per diem rates for destinations within the lower 48 Continental United States. The Department of State establishes the per diem foreign rates for international countries. Actual meal expenses consist of the traveler submitting itemized receipts for all meal expenses incurred while traveling on official University business.

1. Meals per diem rates for domestic and international travel.
    a. **Domestic Travel:** GSA Rates link: http://www.gsa.gov/portal/content/104877
    b. **International Travel**: Department of State Rates link: https://aoprals.state.gov/web920/per_diem.asp
    c. Per Diem allowance is a set amount that varies depending on where and when you travel.
    d. Daily meals and incidentals expenses (M&IE) per diem rate include the allowance for breakfast, lunch, dinner and incidentals.
    e. Incidental expenses are gratuity and tips given to porters, baggage carriers, hotel staff, and staff on ships. Incidental expenses may be listed for reimbursement however, they must fall within the criteria set forth or be specifically approved through submission of an explanation of the circumstances involved. The inclusion of the incidental charges is subject to review for reasonableness and necessity. Tips may be reimbursable if services have been provided for the traveler in addition to those considered normal. Tips should not exceed 15% of the total charges.
    f. The per diem allowance for meals and incidental expenses must correspond to the number of nights while traveling on official University business.
    g. Meals and incidentals are prorated at 75% on the first and last days of travel.
    h. Meals per diem do not require supporting documentation or receipts to substantiate the expense in Concur. If submitting on travel forms attach per diem results.
2. Actual Meal Expense
    a. Travelers are requested to be reasonable and prudent when submitting actual cost of your meals while travelling on official business.
    b. Expense Reports must include original itemized receipts for the actual cost of each meal (breakfast, lunch & dinner) being requested.
    c. Each receipt will be separated per meal and compared against the meal per diem rate allowance.
        i. You will not be reimbursed for more than the approved per diem rate per meal even with a receipt unless approved by President, Provost, Sr. Vice President, Divisional Vice President or Dean. For SOM campus, the Department Head may authorize/approve receipts in excess of per diem rate.
    d. Missing supporting documentation/receipts will delay processing.
3. Meals included while traveling
    a. If meals are included while conducting University business, you will not be reimbursed for them. A traveler should always take advantage of meals included in the price of a business seminar, conference, etc., or in the price of transportation, and if so indicate on the travel expense report. For details visit: Domestic per diem rates or International per diem rates for your specific region.
    b. Reimbursement is allowed for the full cost of an official convention/conference meal where such a meal is scheduled as an integral part of the convention or conference proceedings.
    c. Any meal included in the registration fee will not be reimbursed separately. No allowance is made for meals served as part of the transportation accommodations when the cost is included in the transportation charge.
    d. Reimbursement or payment is allowed for actual and reasonable expenditures for travel or subsistence and allowable entertainment expenses associated with attending an event in New Jersey if expenditures for travel or subsistence and entertainment expenses are not paid for by the State of New Jersey. For details see https://nj.gov/ethics/statutes/rules/attendance.html.
4. Day Travel
    a. Meals and incidentals are not reimbursable when conducting official University business during the day.

Attachment 11
Lodging

The University will pay only actual room rental costs supported by the hotel bill for each day that lodging away from home is required for business reasons. When traveling, employees are expected to use good quality, but reasonably priced hotels or motels wherever practical. The following guidelines should be used in determining when the cost of lodging is reimbursable.

1. Travelers attending official meetings and conventions/conferences are authorized to stay and to be reimbursed for the official convention/conference lodging rate at the officially designated headquarters

hotel of the convention/conference or meeting. However, more moderately priced accommodations must be requested wherever a reasonable alternative is available. Whenever possible, travelers shall take advantage of special lodging rates afforded to state agencies and University faculty and staff by hotels.
2. Hotel Accommodations may be booked online using the Concur website or by calling the contracted travel management company (TMC).
3. Lodging accommodations should be restricted to standard/first class hotels/motels. Reimbursement for lodging may be only in the amount documented by a receipt of actual lodging expenses from a commercial lodging establishment or an online marketplace company such as Airbnb.
4. Reimbursement will not be made for overnight accommodations within 45 miles of traveler's official workstation / or place of residence without approval from one of the following: President, Provost, Sr. Vice President, Divisional Vice President or Dean. For SOM campus, the Department Head may authorize/approve exceptions to lodging.
5. Reimbursement is for the cost of a single-room accommodation occupied by the business traveler. The lodging dates should coincide with the approved travel request and conference dates.
6. Suites and other higher priced accommodations are not authorized to conduct business meetings or overnight stays.
7. Personal charges appearing on a hotel bill must be deducted, or itemized and marked as Non-Reimbursable/Personal expense before submitting the charges for reimbursement.

Attachment 12
Non-Reimbursable Travel Expenses

Generally, non-reimbursable expenses include items on the following listing, however one of the following: President, Provost, Sr. Vice President and CFO, Sr. Vice President or Divisional Vice President may approve payment for certain expenses in special circumstances. For SOM campus the Dean may authorize/approve payment for certain expenses in special circumstances:

1. Airline or VIP club membership dues or one-day admission fees
2. Airline/car rental upgrades
3. Airline Seating: Main Cabin Extra, Preferred Seating, Delta Comfort (i.e. Extra Leg Room)
4. Air phone usage
5. Alcoholic refreshments
6. Baby-sitting or childcare costs
7. Barbers and hairdressers
8. Car repairs/routine maintenance or locksmith charges
9. Car washes / oil change
10. Clothing or toiletry items
11. Credit card delinquency fees/finance charges/annual fees
12. Day Travel Meals
13. Excess baggage costs related to personal property
14. Expenses related to vacation or personal days taken before, during, or after a business trip
15. Frequent flyer mile (airline tickets purchased, partially purchased or accommodations and upgrades obtained using frequent flyer miles)
16. Helicopter services for local travel/entertainment
17. Hotel Suite
18. House sitting
19. Laundry or cleaning expenses
20. Loss or theft of cash advance money or airline tickets
21. Loss or theft of personal funds or property
22. Lost baggage
23. Luggage and briefcases
24. Magazines, newspapers, personal reading materials
25. Medical expenses while traveling
26. Movies

27. "No show" for hotel or car service
28. Parking Lot Services Like (White Glove Service or oil change)
29. Parking or traffic violations
30. Personal accident or property insurance
31. Personal entertainment
32. Pet care / Boarding
33. Prescription (Refills)
34. Recreational expenses
35. Saunas, massages, spa visits, gym
36. Shoe shines
37. Souvenirs or personal gifts
38. Uber / Lyft Premium Service or Priority Pickup

Attachment 13
Mileage Scenarios

The following are a few examples of common scenarios used when calculating mileage reimbursement:

***Scenario 1*: Home to Offsite to Home**

Employee generally drives 20 miles to and from their usual work site. The normal round trip commute of 40 miles. Today, however, the employee needs to drive from their home to attend an all-day offsite training session. After the training session, they return to their home. As a result, today the employee drives 65 miles - from home, to the training, and then back home.

***Answer*:** The employee can request mileage reimbursement for 25 miles today. This represents the number of miles driven in excess of the usual round trip commute (65 - 40 = 25).

***Scenario 2*: Home to Offsite to Normal Worksite to Home**

Employee generally drives 10 miles to and from their usual work site. The normal round trip commute of 20 miles. Today, however, the employee needs to drive from their home to attend an offsite early morning meeting. After the meeting, the employee continues to their normal worksite where they complete the workday, and then drive home. As a result, today the employee drives 50 miles - from home, to the meeting, to normal worksite, and then back home.

***Answer*:** The employee can request mileage reimbursement for 30 miles today. This represents the number of miles driven in excess of the usual round trip commute (50 - 20 = 30).

***Scenario 3*: Normal Worksite to Offsite return to Normal Worksite**

Employee leaves their normal worksite to conduct University business at various locations. The employee then returns to their normal worksite. Employee needs to keep track of the total miles driven while conducting University business.

***Answer*:** The employee will be reimbursed for the total miles driven.

***Scenario 4*: Normal Worksite to Offsite to Home**

Employee generally drives 15 miles to and from their usual worksite. The normal round trip commute of 30 miles. Today, however, the employee needs to drive from their normal worksite to an offsite meeting. After the meeting, they drive home. As a result, today the employee drives 40 miles - from normal worksite, to the meeting, and then back home.

Answer: The employee can request reimbursement for 25 miles today. This represents the number of miles driven in excess of their usual round trip commute (40 - 15 = 25). In this case, only subtract one-half the employee's normal daily roundtrip commute from the total.

***Scenario 5*: Miles between University Campuses**

Please note - To avoid delays in reimbursement, Students/Non-Employees must include directions from Google Maps. The Google Mileage Summary provided by Google Maps is the ONLY supporting document accepted by Accounts Payable. To remain in compliance, always submit the Google Mileage Summary with the following forms: Day Travel Expense, Domestic / International Travel Request and Travel Expense.

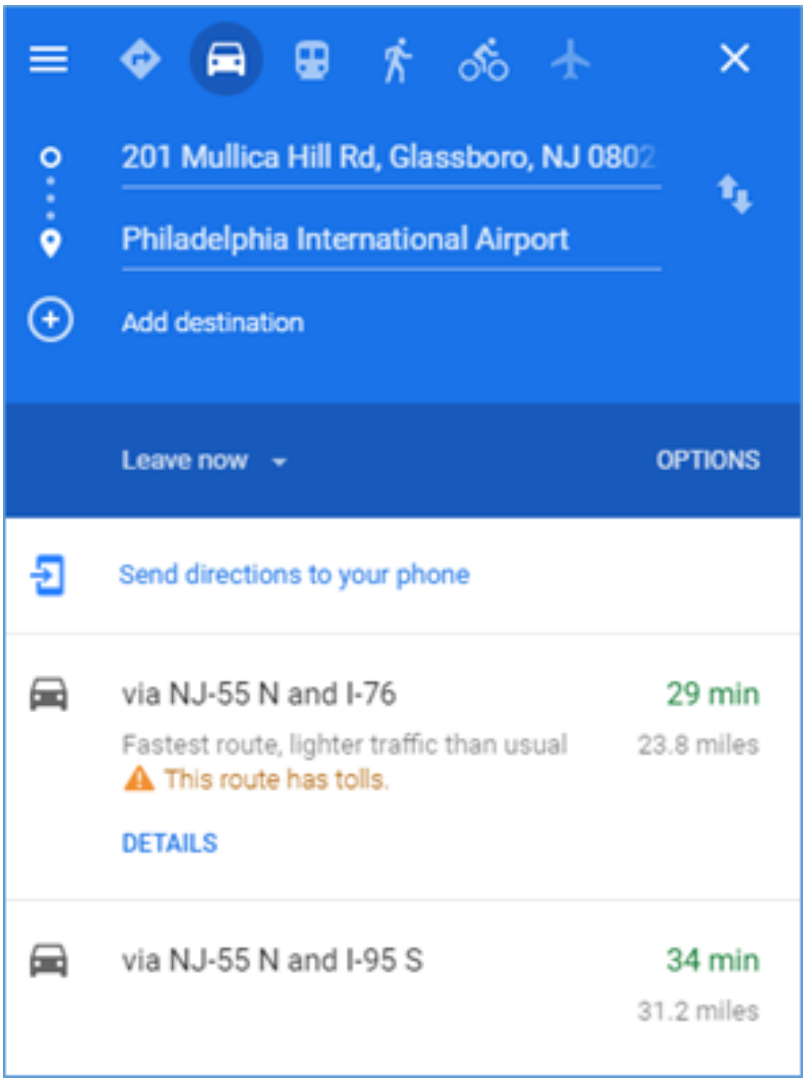
Google Mileage Summary Example:

***Scenario 5*: Miles between University Campuses**

Rowan University	CMSRU Campus	Glassboro Campus	SOM Campus
CMSRU Campus		19 miles	13 miles
Glassboro Campus	19 miles		12 miles
SOM Campus	13 miles	12 miles	

Please note - To avoid delays in reimbursement, Students/Non-Employees must include directions from Google Maps. The Google Mileage Summary provided by Google Maps is the ONLY supporting document accepted by Accounts Payable. To remain in compliance, always submit the Google Mileage Summary with the following forms: Day Travel Expense, Domestic / International Travel Request and Travel Expense.

Google Mileage Summary Example:


201 Mullica Hill Rd, Glassboro, NJ 0802
Philadelphia International Airport
Add destination
Leave now
OPTIONS
Send directions to your phone
via NJ-55 N and I-76
29 min
Fastest route, lighter traffic than usual
23.8 miles
This route has tolls.
DETAILS
via NJ-55 N and I-95 S
34 min
31.2 miles