

# Student Domestic Travel Request

**\*\* For AP use Only \*\***

Encumbrance No.

E

**Section 1 - Purpose**  
Students authorized to travel overnight on official Rowan University business.

**Section 2 - Traveler's Information**

Date: \_\_\_\_\_ Title: \_\_\_\_\_ Banner ID #: \_\_\_\_\_  
 Traveler's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Admin. Asst.: \_\_\_\_\_ Admin. Asst. Banner ID #: \_\_\_\_\_ Admin. Asst. Phone: \_\_\_\_\_  
 Admin. Asst. Email: \_\_\_\_\_ Dept. Name: \_\_\_\_\_ Dept. Building: \_\_\_\_\_

**Section 3 - Destination & Purpose**

Destination City & State: \_\_\_\_\_ Conference Name: \_\_\_\_\_  
 Conference Dates: \_\_\_\_\_ Reason for Travel: \_\_\_\_\_  
 List of other students / employees on the same mission: \_\_\_\_\_  
**SUPPORTING DOCUMENTATION REQUIRED:** Please include one or more of the following: Conference brochure, registration form, or information printed from a website.

**Section 4 - Estimated Travel Expenses (For more information please visit: [Travel Policy](#))**

Date		Items	Description of Estimated Travel (In Detail) <small>(Examples: Airline Name, Hotel name, Conference, Registration, Per Diem)</small>	Estimated Cost
From	To			
		Mileage	Miles @	
<b>Please note:</b> Meals included as a part of the registration fee will be deducted from the per diem payment. Federal Domestic: <a href="#">US per diem rates</a> IRS: <a href="#">Standard Mileage Rates</a>				Estimated Travel Expenses

**Section 5 - Traveler Consent (Print and Sign)**

I hereby certify that this travel request is an estimate of expenses that will be incurred while traveling on official Rowan University Business and is being submitted prior to traveling on official Rowan University Business.

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

**Section 6 - Accounting Information**

Index #	Fund #	Organization #	Account #	Program #	Amount
Account # 7215 is used for mileage expense. Account # 7216 is used for employee travel and all other travel expenses (example: tolls, parking, registration, hotel and airfare). Account # 7217 is used for student travel.				<b>Approved Amount to be Encumbered:</b> \$	

**Section 7 - Appropriate Approvals (Print and Sign)**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_  
 Division: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_  
 Grants: \_\_\_\_\_ Date: \_\_\_\_\_ Funds Available:   
 Accounts Payable: \_\_\_\_\_ Date: \_\_\_\_\_