

## ROWAN UNIVERSITY TRAVEL EXPENSE FORM

Travel Expense forms & receipts **MUST** be submitted within 10 days after travel is completed.

If you paid with a credit or debit card, you must include a copy of the card showing your name and the last four digits of the account number. All other information on the card can be blacked out.

If submitting mileage, please submit a Google maps or similar print-out showing actual mileage.

Please **DO NOT** submit any meal receipts.

If any of the information on your form or your signature is missing, you will be notified to pick up your form for completion.

Date of Request: \_\_\_\_\_

Encumbrance #: \_\_\_\_\_

Traveler's Name: \_\_\_\_\_

Rowan ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Rowan E-mail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Trip (conference or meeting name): \_\_\_\_\_

Dates (from/to)	Items	Description of Items/Expenses include name of airline, hotel, etc.	# of Miles	Amount

I hereby certify that the travel & expenses indicated above 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/Traveler: \_\_\_\_\_

**COMPLETE AND RETURN FORM WITH ELIGIBLE RECEIPTS TO KAREN M. DAVIS, ROOM 2139/UEC FOR PROCESSING**