

PRE-TRAVEL & POST-TRAVEL INFORMATION FOR SOM STUDENTS

PRE-TRAVEL REQUIREMENTS:

- Club leaders are required to submit a list of potential travelers (via e-mail) to Stephanie Levin (levins@rowan.edu) at least 14 days prior to travel. Individual travelers should send an e-mail directly to Stephanie.
- The e-mail (for club and individual travelers) must contain the full name of the conference and exact conference dates as well as potential funding support other than SOM Student Council funding.
- Potential travelers will be notified by Stephanie and asked to submit a travel waiver form. This is a requirement for all student travel.
- Stephanie will prepare the official travel advance request on behalf of the student traveler(s) and submit to all relative administrative persons and departments for approvals.
- Club leaders will be notified if information is incomplete. It is the responsibility of the club president to supply any requested information.
- Student travelers will receive an automated e-mail approving their travel reimbursement and this will include an "ENCUMBRANCE NUMBER". **Please note that this number will be required to process the reimbursement after travel and must be written on the travel expense form (see below).**
- You do not have to save any meal receipts. Meals are reimbursed per diem based on geographical location of the conference/meeting.
- **Shared receipts are not acceptable** (i.e., your airfare or hotel was paid for by another student even if you reimbursed that student) – **all receipts must have the purchaser's name & proof of purchase information must also be in their name.**

POST-TRAVEL REQUIREMENTS FOR REIMBURSEMENT:

- University policy states that the travel expense form and all related receipts must be submitted no later than ten (10) business days after your return. The travel expense form will be included in the pre-travel email.
- If your travel expense (TE) form is not submitted by that deadline, you will not be eligible for that reimbursement. It is the traveler's responsibility to submit all required information and receipts along with their travel expense form. Note, receipts are only required up to the amount of the allowable reimbursement. All receipts must be original receipts unless it is an electronic receipt.
- If you are requesting a reimbursement for a purchase made with your debit/credit card, a copy of that card must be attached. You can black out all but the last four digits of the number and your name must be visible.
- You do not need to submit any meal receipts.
- Shared receipts are not acceptable (i.e., your airfare or hotel was paid for by another student even if you reimbursed that student) – all receipts must have the purchaser's name & proof of purchase information must also be in their name.
- If, upon review, you find that you cannot meet the approved reimbursement amount, please let Stephanie know prior to submitting your forms. **If a student submits receipts less than their eligible reimbursement amount, they will receive the lesser amount.**

Please submit all completed forms & receipts to Stephanie Levin. If you have any questions, please ask! You can reach me at levins@rowan.edu. My office is in room 2139 of the UEC building.

My office hours are 8 AM to 4 PM.