RowanUniversity
ACCOUNTS PAYABLE

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: 3/11/2026 | Title: Medical Student | Banner ID #: 9161234567

Traveler's Name: Joe Jones | Email: Jonesj14@rowan.edu | Phone #: 123-456-7890

Mailing Address: 123 Maple Rd. | City: Sunset | State: NJ | Zip Code: 01234

Admin. Asst.: | Admin. Asst. Banner ID #: | Admin. Asst. Phone:

Admin. Asst. Email: | Dept. Name: | Dept. Building:

Section 3 - Destination & Purpose

Destination City & State: Kansas City, MO | Conference Name: ABC Conference

Conference Dates: 4/1/26-4/3/26 | Reason for Travel: Conference

List of other students / employees on the same mission: (List student and employee names who are traveling to conference, if applicable).

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) Leave section 4 blank!

Date From	Date To	Items	Description of Estimated Travel (In Detail) (Examples: Airline Name, Hotel name, Conference, Registration, Per Diem)		Estimated Cost
		Mileage		Miles @ .725	0.00
				Estimated Travel Expenses	0.00

Please note: Meals included as a part of the registration fee will be deducted from the per diem payment.
Federal Domestic: US per diem rates
IRS: Standard Mileage Rates

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: Joe Jones | Date: 3/11/26 | Amount Requested: (Please list total amount of funding from SGA and clubs)

Section 6 - Accounting Information Leave section 6 blank!

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.

Approved Amount to be Encumbered: $ 0.00

Section 7 - Appropriate Approvals (Print and Sign) Leave section 7 blank!

Department Head: | Date: | Amount Approved:

Division: | Date: | Amount Approved:

Grants: | Date: | Funds Available:

Accounts Payable: | Date: