**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 Karen Davis (daviskar@rowan.edu) at least 30 days prior to travel. Individual travelers should send an e-mail directly to Karen.
* The e-mail (for club and individual travelers) must contain the full name of the conference and exact conference dates as well as pot entail funding support other than SOM Student Council funding.
* Potential travelers will be notified by Karen and asked to submit a travel waiver form. This is a requirement for all student travel.
* Karen 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.

**POST-TRAVEL REQUIREMENTS FOR REIMBURSMENT:**

* Following travel, Karen will send out an e-mail to conference attendees (who successfully submitted a travel waiver form) with a deadline to submit the travel expense form. University policy states that all the travel expense form and all related receipts must be submitted no later than ten (10) business days after your return.
* 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.
* Meal receipts are not required.
* If, upon review, you find that you cannot meet the approved reimbursement amount, please let Karen know prior to sub mitting your forms. **If a student submits receipts less than their eligible reimbursement amount, they will receive the lessor amount.**

**If you have any questions, please ask!** You can reach me at daviskar@rowan.edu and my office is in room 2139 of the UEC building. Please note that my office hours are 7:30 AM to 3:00 PM.

**Revised April 2018 / KMD**