Rowan University
ACCOUNTS PAYABLE

Student Travel Expense

** For AP Use Only **
Banner Invoice #

Section 1: This form is used to process approved reimbursements for overnight travel once the official University business has occurred (Domestic and International).

Date: 04/06/2026
Encumbrance No.: E123467587
Traveler's Name: Joe Jones
Banner ID #: 9161234567
Mailing Address: 123 Maple Rd.
Apt/Unit:
City: Sunset
State: New Jersey
Zip: 01234
Department Name: SOM Student Affairs & Alumni Engagement
Travel Destination: (City & State) Kansas City, MO
Dates of Travel: 4/1/26-4/3/26
Conference Name: ABC Conference
Purpose of Trip: Conference

Section 2: Description of Expenses (For more information please visit: Travel Policy)

Date(s)	Items	Description of Expense (In Detail) (Examples: Hotel name, Conference, Registration, Airline name)	Miles Only	2026 IRS Mileage Rate	Line Totals(s)
4/1/26-4/3/26	Hotel	ABC Hotel		.725	200.00
4/1/26-4/3/26	Air Travel	Spirit Airlines (PHL to MOL MO to PHL)		.725	325.00
4/1/26-4/3/26	Registration Fee	Registration fee		.725	100.00
4/1/26-4/1/26	Miles	(Please provide departure and arrival addresses-mileage calculated by Dr. L).		.725	
4/3/26-4/3/26	Miles	(Please provide departure and arrival addresses-mileage calculated by Dr. L).		.725	
4/1/26-4/3/26	Meals	Meal receipts not required-meal per diem calculated by Dr. L.		.725	
4/1/26-4/1/26	Tolls	Tolls under $35.00 do not require a receipt.		.725	10.00
4/3/26-4/3/26	Tolls	Tolls $35.00 and over require a receipt.		.725	40.00
4/1/26-4/3/26	Parking Fee	ABC Garage		.725	30.00
4/1/26-4/1/26	Baggage Fee	Spirit Airlines		.725	15.00
				.725	
				.725	
				.725	
				.725	
				.725	
				Grand Total:	720.00

Please note: Meals included as a part of the registration fee are deducted from the per diem payment.
Federal Per Diem Rates: US per diem rates, Foreign per diem Rates
Only provide receipts up to amount awarded.
(Please attach original itemized receipts)

Section 3: Account Information (Account # 7215 for mileage expenses. Account # 7216 for all other travel expenses and employee travel. Account # 7217 for Student travel)

Index #	Fund #	Organization #	Account #	Program #	Approved Amount $

Section 4: Signature & Consent **Please leave section 3 blank!**

I hereby certify that the travel and expenses indicated hereon, where incurred to accomplish official business pursuant to the travel authority granted to me by the Encumbrance number noted above:

Traveler Signature: Joe Jones Date: 4/6/26

Section 5: Appropriate Approvals (Print and Sign)

Department Head / Dean: Date:
Grants: Date:
Accounts Payable: Date: