



<https://procurementservices.rutgers.edu/travel-and-expense>

**NOTE: All airfare, Amtrak, hotel, and rental car reservations must be booked using the Rutgers online booking tool or by contacting Direct Travel, the university's contracted travel agency. Travel reservations made through other booking channels will not be considered Rutgers-related travel and will not be reimbursable.**

Traveler Name	Department	Request Date	Phone Number
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Purpose of Trip (Justification), City and State
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Depart Date	Return Date	Hotel Name	Location
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GL String	Project
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Unit	Project ID
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Division	Task
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Organization	Expenditure Type
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Location	Exp Org
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Fund Type	Location
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Business Line	Business Line
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Account	Account
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ITEM	Itemized Estimated Expense Description	EST. Expense
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1	Transportation - Air Booking via SAP Concur? ____ Yes ____ No	
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2	Transportation - All Other	
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3	Lodging - Booking through SAP Concur? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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4	Meals - Number Of Days ____ X ____ Per Diem Rate	
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5	Registration Fee - Check Request / Personal /P-Card?	
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6	Miscellaneous	
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Total Est. Expenditure	
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Traveler Signature	Date
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Unit Administrator/Department Head Signature	Date
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Dean/Executive Director Signature	Date
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Budget Officer Signature	Date
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