

Fort Hays State University

Procedures & Guidelines for Travel Expenses on the P-Card

Updated: 07/15/2008, 9/9/2010, 1/23/2012, 7/18/2012

- For each trip, a Purchase Requisition must be processed to obtain permission by the Dean/VP and supervisor for the traveler to go on the trip as well as approval by the budget authority for the estimated cost of the trip. The travel receipt form is initiated to determine the total estimated cost of the trip.
- No travel expenses may be posted to the P-Card until after the Purchase Requisition is approved, at which time the PR # and PO# are updated on the Travel Receipt form. As expenses are paid through the P-Card, they must be recorded on the travel receipt form.
- If any vacation or personal time is taken during a business trip or there is anyone not on state business (i.e. spouse) going along on the trip, the P-Card cannot be used (this includes a rental car).
- The following travel expenses will be allowed on P-Cards:
 - Airfare & associated charges
 - Lodging
 - Must follow state allowed rates. See Quick Reference http://www.fhsu.edu/bus_off/Quick_Reference/
 - If staying at a hotel that the lodging is above the state maximum allowed rate, the lodging must be paid for personally and the allowed amount will be reimbursed after the trip.
 - Kansas motels are tax exempt for the state taxes (you may be charged for the other lodging taxes). If paying for lodging (in Kansas) with a P-Card and the hotel charges Kansas tax, the department must request a refund from the hotel.
 - If using a P-Card for lodging, all personal charges (i.e. room service, movies, etc) must be paid with a personal credit card. The hotel clerk should be instructed to use the personal credit card for the personal charges. If personal charges are accidentally paid through the P-Card, the traveler must reimburse those expenses as soon as they return from their trip.
 - Tolls
 - Business calls
 - Business Internet charge
 - Parking
 - Rental Car
 - The Enterprise Reservation Request Form has been updated to include a Payment Information section where the P-Card information is requested.
 - The P-Card will cover the crash damage waiver on cars.
 - Personal Accident Insurance (PEI) and other supplemental liability insurance are considered and should be declined.
 - Rental Car Fuel
 - Taxi

See the FHSU Travel Handbook at http://www.fhsu.edu/bus_off/fhsu-travel-policy-manual/ for further guidance.

- Each traveler is recommended to have a P-Card in their own name.
 - Exceptions will be allowed for infrequent travelers. In such cases, they may use the department's P-Card for airfare, lodging, and rental car if the cardholder approves the use of the card. The cardholder is responsible for making sure the traveler follows all guidelines and the card is subject to the below listed consequences for personal use as well as P-Card guidelines.

Updated 07/18/2012

- Students are considered to be infrequent travelers.
- Candidates' and non-employees' (i.e. speaker) airfare and lodging expenses can be charged to the department's P-Card.
- After recording the expense on the travel receipt form the transaction should be allocated on IntelliLink. See IntelliLink Instructions http://www.fhsu.edu/bus_off/Visa-Intellilink-Manual/. The description on IntelliLink should be in the following format:
 - PO #, Description of Expense, and Destination (Ex. D12345, Airfare, San Francisco, CA)
- Receipts should be delivered to the Business Office in a Credit Card envelope. The receipt should have the following information written on it:
 - P-Card 2 digit Bank ID
 - PR# and PO# to reference the appropriate travel receipt form
 - Purpose (would equal **travel**)
- The State of Kansas prohibits the use of the P-card for any personal expenses.
- Any personal charges accidentally paid through the P-Card must be immediately reimbursed. The traveler will not be reimbursed any allowable expenses until the personal portion is reimbursed to FHSU. The personal portion will not be withheld from the travelers allowed reimbursable expenses. Accounts Payable will track those expenses and reimbursements on the travel receipt form. The reimbursement check and deposit slip should be sent with the receipt after it is allocated on IntelliLink. This should be done as soon as the charge appears on IntelliLink.
- The regular P-Card guidelines must be followed (detailed receipts, turning in receipts timely, etc) and consequences for not following them are applicable. Travel expenses may not be paid through the P-Card during the time it is inactivate due to noncompliance with regular P-Card guidelines.
- Accounts Payable will monitor the Travel Receipt Forms for cancelled trips.
 - If a trip was cancelled for personal reasons, the traveler will have to reimburse those expenses paid upfront with the P-Card. If an airfare credit was obtained; the traveler must reimburse FHSU for the credit in addition to any amount not credited.
 - If a trip was cancelled for business reasons, due to an emergency or medical reasons, Accounts Payable will submit a Lotus Notes Airfare Credit Voucher form (if an airfare credit was received) to the traveler and departmental Administrative Assistant. The credit should be used on the traveler's next trip. Accounts Payable will monitor these on a regular basis.
 - The Lotus Notes Airfare Credit Voucher form will have the following information:

● Traveler	Destination
● Airline	Amount of credit
● Dates of trip	Reason for cancellation
- If you currently have a P-Card and would like to be able to use it for travel expenses, the P-Card Request Form on Lotus Notes will need to be completed. Once the form is approved, the card should be ready to accept allowable travel expenses (see above for list of allowable travel expenses). For questions about submitting the P-Card Request, call the Business Office at 628-5948.
- If you do not have a P-Card and would like to be issued one, the P-Card Request Form on Lotus Notes will need to be submitted to request a new card. For questions about submitting the P-Card Request, call the Business Office at 628-5948.