

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, 7/1/2014, 8/27/14, 1/15/16

- For each trip, permission must be obtained 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. If the traveler will be reimbursed for expenses, a purchase requisition must be submitted. The PR# and PO# should be recorded on the travel receipt form.
- No travel expenses may be posted to the P-Card until after the trip is approved, or the traveler will be responsible for any charges if the trip is not approved. 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. The allowed rates can be found on the Business Office website: http://www.fhsu.edu/bus_off/travel/
 - For rates within the contiguous U.S., Alaska, Hawaii & U.S. Territories, go to: [http://www.fhsu.edu/bus_off/Federal-Per-Diem-Rates-\(Contiguous-U_S_-Alaska,-Hawaii-and-U_S_-Territories/](http://www.fhsu.edu/bus_off/Federal-Per-Diem-Rates-(Contiguous-U_S_-Alaska,-Hawaii-and-U_S_-Territories/)
 - For rates for International Locations, go to: https://aoprals.state.gov/content.asp?content_id=184&menu_id=78
 - 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
 - Hertz is the contract vendor for renting vehicle for state trips, call Hertz when using the p-card to make reservations.
 - The P-Card will cover the crash damage waiver on cars.
 - Personal Accident Insurance (PEI) and other supplemental liability insurance are considered personal expenses and should be declined.
 - Rental Car Fuel
 - Taxi
- Meals **should not** be charged to a P-Card. Meals are paid by Per Diem rates, based on the location of travel, after the traveler has returned from the trip.

Updated 1/15/16

- 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.
 - Students are considered to be infrequent travelers.
 - Non-employees' (i.e. speaker) airfare and lodging expenses can be charged to the departments P-Card. For candidates, only lodging expenses can be charged to the departments 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

- 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 and an Airfare Credit Voucher is issued, the credit should be used on the traveler's next trip.

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