

TRAVEL

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State of Kansas Website

<http://www.da.ks.gov/ar/employee/travel/travbkSMART12.htm>

Includes: Handbook, Quick Reference Tri-fold, KDOT & Other Resources website links, Up-to-date changes

IFAS PR Instructions

A Travel Receipt form on Lotus Notes Workflow must be created in order to have an estimated cost of the trip. If more than one department is paying for a trip, only one Travel Receipt form should be created. Only create an IFAS purchase requisition (PR) if the Total Reimbursed Amount is greater than zero. Instead of a PR complete a Leave and/or Travel Request form on Lotus Notes Workflow for approval of the trip, and leave 0's in the PR/PO numbers section of the Travel Receipt form.

Create an IFAS purchase requisition (PR) in the name of the traveler using the Total Reimbursed Amount from the Travel Receipt form if it is greater than zero. The PR must be submitted through the approval cycle before paying for any expenses such as airfare or registrations fees.

The screenshot shows the IFAS PR form interface. At the top, there are fields for PR (H9999), PO, Sec Cd (ADF), Aprv, and Next. Below these are tabs for Vendor, RemitTo, ShipTo, Bi, Details, Blanket/Dates, Req. Codes, and Misc. The Vendor tab is active, showing Vendor (E00104215), Addr (00), and a list of vendors including HERRMAN, KATHY, FHSU ADMINISTRATION & 600 PARK ST, HAYS, and KS 67601. The Req. Codes section shows a grid of checkboxes, with the last one labeled TV. Below the tabs is a table with columns: Item No, Quantit, Units, Description, Amount, ACCOUNT NUMBER, Extended, and Tax. The table contains two rows: Item 0001 with Description SAN FRANCISCO, CA 11/02/04, Amount 405.50, and Item 0002 with Amount 0.00. Below the table is a section for Notes, containing the text: ATTEND THE REGENTS PURCHASING ADVISORY GROUP (RPAG) CONFERENCE 11/02/06-11/03/06, CHARGE \$200 TO ACCOUNT 6341012035, and PR Notes. At the bottom are buttons for Print Before and Print After.

Item No	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended	Tax
0001	1	LOT	SAN FRANCISCO, CA 11/02/04	405.50	6230112035-000000	405.50	
0002	0			0.00	-	0.00	

1. Payable to traveler
2. Req. Code box 10=TV to include the Dean or Vice President in the approval cycle
3. Quantity=1
4. Units=LOT
5. Description=City, State & Trip Begin Date
6. Amount=Estimated amount to be reimbursed to traveler (from Travel Receipt form)
 - a. If all expenses are paid with P-Card or by another source, DO NOT process an IFAS PR - complete a Leave and/or Travel Request in Lotus Notes Workflow for approval of the trip.
7. Org key=Org key that is paying for the trip
 - a. If there are multiple Org keys, add a child record for each Org key
 - b. If you do not have access to an Org key enter 8's and type the actual Org key and amount in the Print After Notes (8's should be entered on a line for each Org Key)
8. Object=000000 (To be entered by Accounts Payable when ready to pay) 525_90 (the 4th digit is 1 for in-state, 2 for out-of-state, 3 for international)
9. Notes/Print After=Purpose of travel, Travel Dates

10. If the traveler's supervisor is not the budget authority and the TV in step 2 does not include the supervisor the PR must be forwarded to traveler's supervisor and Dean/Vice President.

Travel Receipt Form Instructions

Save the travel receipt form, but do NOT submit for approval until the trip is complete. Changes and updates to the form may be necessary when the traveler returns. Once the form has been submitted for approval, the submitter will have read only access.

1. Complete top section

- a. **PR/PO Number:** Enter after IFAS PR is submitted and approved.
 - a. If a PR/PO is not required to reimburse traveler, leave this filled with zeros.
- b. **Imprest Reimbursement:** Mark yes if travel is to reimburse Imprest Fund for travel advance
- c. **Traveler's name:** Use drop down box to search for the traveler's name. If not listed type in traveler name (last name, first name)
- d. **Official Domicile:** enter the city and state where the traveler resides
- e. **Official Station:** enter the city and state where the traveler works (most will be Hays, KS)
- f. **Destination:** list each destination where state business is occurring on the trip
- g. **Purpose:** enter the business purpose for each destination. Use the full name of the organization rather than using acronyms.
- h. **Dates of Meeting:** Enter the beginning and ending date of meeting/conference.
- i. **Does the traveler need to be reimbursed for any expenses paid personally:**
Mark **yes** if the traveler has out of pocket expenses to be reimbursed. Send receipts/documents for reimbursement to the Business Office. Do not resend receipts paid by the P-Card, Interfund or on a separate PR. When the traveler is to receive reimbursement for meals only, print the travel receipt form and send to the Business Office. If all expenses for the trip are paid directly to the vendor(s) by P-Card/PO/Interfund mark **no**.
- j. **List any other travelers attending the same event:** If there are any other travelers going to the same destination for the same purpose, list their names here. This will include individuals that are not riding in the same vehicle.

2. Complete **EXPENSES PAID ON P-Card/PO/INTERFUND Transactions Section** if applicable

- a. **P-Card/PO/IFV** column
 - a. Enter the PO Number (example G12345)
 - b. Enter IFV if the charge is being paid by interfund voucher
 - c. Enter Bank ID if charge is paid by P-Card
- b. **Trans Date** column
 - a. Enter the date the transaction took place or charged
- c. **Org Key** column
 - a. Enter the org key that is paying for the charge
 - b. ****If the amount is paid by more than one org key, type in the org key column "See Below" and type each org key and amount in the comments section. ****
- d. **Amount** column
 - a. Enter the amount being paid on the P-Card/PO/Interfund
- e. **AP Reviewed** column,

- a. This column is filled in by Accounts Payable Staff. If there are already initials **do NOT** change the information on that line.
- b. Enter new information in the comment section below and the form will be corrected when Accounts Payable receives the new charge.

** If there are other charges, which are not itemized on the left hand side of the chart, place them on the other line. Add the description of the other charge and enter the information as listed above. **

** If paying for student's travel expenses, list these in the Other Charges lines. **

** The Comments section is to provide any details or explanations for transactions paid by a P-Card/PO/Interfund.

** The Attachments section is for Business Office Use. **

** Do not attach any documents to the Travel Receipt form, unless requested by Accounts Payable. **

3. **Complete Chart** – Each day of trip should be recorded in the chart (including personal time)

- a. **Date:** Enter line for each day of the trip starting with the day the traveler left their official station. Use the drop down box or type in the date.
- b. **Depart time** (military time): Record start time of trip on day of departure from official station. Use the clock button to select times. Time will automatically convert to military.
- c. **Arrive time** (military time): Record ending time of trip on day of arrival back to official station. Use the clock button to select times. Time will automatically convert to military.

Record arrival time on each day of trip **ONLY** if traveling from one destination to another that would affect meal allowance rates. (Example out-of state destination to a high cost area)

- d. **Miles:** Enter miles only when traveler is requesting private vehicle mileage reimbursement.
 - a. Each destination and corresponding miles must be recorded separately when reimbursing private mileage.
 - b. Must use KDOT for In-state mileage at http://www.ksdot.org/burtransplan/dist_chrt.cgi. If the location is not on KDOT, use MapQuest to determine the mileage. Print the search results and attach them to traveler's receipts.
- e. **Destination/Hotel**
 - a. Type City, State abbreviation/hotel (Example Las Vegas, NV/Hilton)
 1. Type in the hotel name, regardless how expense was paid
- f. **Hotel Amount**
 - a. Lodging may be approved and reimbursed at 1.5 times the lodging rate (plus taxes). **If the lodging rate is over the maximum allowed, the lodging must be a conference hotel and a flyer must be provided to be reimbursed the conference rate (plus taxes).** These lodging limits continue to be applied to the lodging rate before taxes. Thus, the amount reimbursed or paid for lodging expenses may exceed the limitation by the associated taxes.
 - b. Enter this amount only if traveler paid the lodging personally and needs reimbursed.

1. If the lodging room rate per night exceeds the maximum amount allowed by the state, the rate will be reduced and the taxes prorated.

g. **Meals**

- a. Meal Allowance is paid by the rate established for each meal. See Meal Rate Information (drop down box)
 1. Depart time
 - a. Use the Departure time Information drop down box to determine which meals will be provided for the first day of travel. Enter the meals by entering a code which is determined by the destination (see drop down box for the meal code key)
 2. Enter the correct code each day until the last day of the trip.
 3. Return time
 - a. Use the Return Time Information drop down box to determine the meals allowed for the day of return to official station
- b. Provided meals are entered with the same code used in the meal allowance.
 1. If a meal is provided at no cost to the traveler, the meals need to be deducted. This includes meals provided by the conference, at lodging establishment, hospitality, or another outside source.
 2. If staying with family or friends, the traveler may claim meal allowances and does not need to deduct those meals.

If the days of the trip are more than 11 days, the Travel Receipt Attachment Form should be used to enter the meals and lodging.

a. **Travel Receipt Attachment form**

After the Travel Attachment form is complete, transfer the trip information as indicated below on the Chart to the Travel Receipt form from the Travel Receipt Attachment form.

- a. First line
 1. Enter **Depart Date**
 2. Enter **Depart Time**
 3. **Description/Hotel** enter Destination
- b. Second Line
 1. **Arrive Date** enter date of return to official Station
 2. **Arrive Time** enter the time of return to official station
 3. **Miles** enter Total miles if private vehicle mileage is being reimbursed
 4. **Destination/Hotel** type Totals from attachment form
 5. **Hotel** enter total hotel amount
 - A. **Meals** enter total meal amount in the "Meals" section
- c. Save the Travel Receipt Attachment form
 1. In the cursor view, right click on your mouse and copy as a document link
 - A. Open the travel receipt form on the first Comment/Attachment line, click on paste and this

inserts the icon for the Travel Receipt Attachment form you just created.

- d. After the trip is complete, update the Attachment form and submit the attachment form
 1. Be sure to correct any information changed on the attachment form to the travel receipt form

4. Transportation Section

- a. If not claiming reimbursement, check the appropriate box
 1. Explain reason for not claiming reimbursement in comment section
- b. **State Vehicle Tag** number,
 1. If driving or riding in state vehicle, please provide this number.
- c. **Private Vehicle** (must complete a Personal Mileage Reimbursement form)
 1. Fill out the amount according to the lowest rate. (columns on the Personal Mileage Reimbursement form match the travel receipt form columns
 - a. If a motor pool or an enterprise vehicle was not available, type this information in the comments section
- d. **Rental Car** (not paid by P-Card) must provide justification
 1. If traveler paid, enter the rental car amount
 - a. CDW (Crash Damage Waiver) is reimbursable
 - b. PAI, PEI, and supplemental insurances are **NOT** reimbursable
- e. **Airfare** (not paid by P-Card)
 1. If traveler paid this expense, enter the amount
- f. **Other Airfare**
 1. Traveler paid for another traveler's airfare on official state business;
 - a. Enter total amount of all other airfare paid
 1. Be sure to list the other traveler's name in the list of other passengers below
- g. **Train** (not paid by P-Card)
 1. Type in amount if traveler paid for train expense
- h. **List of other travelers riding in the same vehicle**
 1. This information needs filled out for all people going to the same destination for the same purpose that will be riding in the same vehicle.

5. Meals

- a. **One Day Meal:** Traveler can receive a one day meal if: the traveler works 3 hours over what their normal work schedule is and the official business is over 30 miles from the employee's official station.
 - a. Destination/Hotel-enter "(Destination)/One day meal" ie: Great Bend/One Day meal
 - b. Meal Allowance-enter appropriate meal code from (K, O, H, S, I, or C)
 - c. Enter the normal work schedule
 - d. Enter the time spent eating the meals during the trip
- b. **Student Meals**
 - a. Imprest only

1. A completed and signed Imprest Cash Distribution form must be sent to Accounts Payable with any other travel receipts associated with this trip.
 2. Any unused cash needs to be deposited. Reference the PEID number of the traveler on deposit slip form.
- c. **Meal calculation**
- a. Table calculates totals based on meal codes entered in the top chart to determine meal reimbursement
 - b. **Total from Travel Receipt Form Attachment** (enter meals total from Attachment form)
 - d. Enter any comments pertaining to meals as needed

6. Registration Fee

- a. Mark box if not claiming any registration fee and type explanation in the comment section
- b. Type in number of attendees and the registration fee rate traveler paid
 - a. If traveler paid for student's registration fees;
 1. A certification of expense form needs to be completed and signed by the students and attached to the receipt

7. Lodging

- a. Mark box if not claiming lodging and type explanation in the comment section
- b. Lodging amount will fill in automatically from the above chart after clicking below this column
- c. Other lodging
 - a. If traveler paid for student's lodging, enter amount and attach the certification of expense form to receipt
- d. Fill in the yes or no for each question
 - a. Other lodging if paying for someone else's lodging expense
 1. If sharing a room, the other traveler's half of room amount is entered on this line and traveler's own half is recorded in above chart
 - a. Each must approve the other traveler's Travel Receipt Form
 - b. Conference hotel
 - c. Lodging claimed at a higher rate if lodging rate is more than the hotel rate or 1.5 times more than rate or below
 - d. Claiming actual conference rate
 1. If lodging is greater than 1.5 times the rate and is a conference hotel
 - a. Must provide flyer showing conference hotel and rate

8. Miscellaneous charges

- a. Enter additional charges (toll, parking, taxi, business internet , etc)
 - a. Enter total of each expense. (Example two toll receipts at \$2.50 each, you would enter Tolls in description field and \$5.00 in amount field)
 - b. Enter any comments as needed

9. Totals

- a. **SUB-TOTAL**-cost of all Reimbursable expenses traveler paid
- b. **ADJUST TO AUTHORIZED AMOUNT**
 - a. Complete if the traveler's reimbursement is being limited by the department.

1. To calculate: Take the Total Trip amount minus the total to be paid to the traveler. Enter the Balance in the Adjusted to Authorized Amount field.
- c. **TOTAL REIMBURSED AMOUNT** is the amount to reimburse the traveler. This amount should match the total amount on the travel receipt form in the Approved Department Org Key and Amount Total.
- d. **TOTAL TRIP AMOUNT** reflects all charges to be reimbursed plus any expense paid through P-Card, Interfund, or PR (top section).

10. Departments Org Key and amount

- a. List all org keys and corresponding amounts for Personal Reimbursement
 - a. This should match the Total Reimbursed Amount which is listed above
 - b. Even if there is not a personal reimbursement, please enter an org key with zero dollars to submit the form.

11. Choose Edit Approval List

- a. Choose Entered when submitted, hit OK
- b. On Approver name where it says "entered when submitted", use the pull down box and search for the traveler and hit enter and then OK
- c. When traveler does not have access to lotus notes, use one of the following methods for approval:
 1. Forward the travel receipt form to traveler and have them reply with history their approval and forward to Accounts Payable
 - a. leave them off the approval list but put all budget authorities in the approval cycle
 2. Attach the Travel Receipt form as a PDF file in an email with the Title of their Name, PO Number, and Destination. The traveler can then reply with their approval.
 3. Print the entire Travel Receipt Form. The traveler can then sign the form and this can be attached with the documentation sent to Accounts Payable.
- d. Choose the Edit Approval List again and enter the budget authority on each line - write over the Accounts Payable line to insert the budget authorities for each account (be sure to leave at least one accounts payable)
- e. **DO NOT SUBMIT UNTIL TRIP IS COMPLETE** (see "Instructions after trip is complete section")

12. Once the travel receipt form is complete, close and save the form

Travel Receipt Form

Forward
View Comments
Close
Edit Approver List

Notes:
Fiscal Year: 13
Submitted by: Accounts Payable
Approved by: None
Next Approver:

1
Fort Hays State University
Travel Receipt Form

PR#: GTEST1
PO#: DTEST2
Imprest Reimbursement: yes no

Travelers Name: Traveler, Joe
Title: Office Assistant

Official Domicile (City Live In): Hays, KS
Official Station (City Work In): Hays, KS

Destination: Miami, FL

Purpose: Attend ABCD Conference

Dates of meeting
Begin 08/01/2016
End 08/05/2016

Does traveler need to be reimbursed for any expenses paid personally? yes no

If marked yes, send receipts/documents for reimbursement to the Business Office. If reimbursement is for meals only, print the Travel Receipt Form and send to the Business Office.

List any other travelers attending the same event: Jane Traveler

2
EXPENSES PAID ON P-card / PO / INTERFUND

(P-card/PO/IFV)	Trans Date	Org key	Amount	AP Rev'd
Airfare P-Card ID	08/02/2016	62301120 35	\$300.00	NR
Lodging P-Card ID	08/06/2016	See Below	\$450.00	NR
Registration PO D19999	01/01/2012	62301120 35	\$125.00	NR
Rental Car			\$0.00	
Rental Car Fuel			\$0.00	
Parking			\$0.00	
Tolls			\$0.00	
Business Calls			\$0.00	
Business Internet Charge			\$0.00	
Baggage Fee			\$0.00	
Taxi/Shuttle			\$0.00	
Other: Student Registration	06/01/2016	62301120 35	\$75.00	NR
Other:			\$0.00	
Other:			\$0.00	
Other:			\$0.00	
Other:			\$0.00	
Total P-card/PO/IFV			\$950.00	

Comments: Lodging: \$250.00 goes to 6230112035, \$200.00 goes to 63F092035

Attachments:
Registration.PDF

DROP DOWN REFERENCE GUIDES FROM REIMBURSEABLE EXPENSES TO TRAVELER

Click here to see: [Hotel Rate Information](#)

HOTEL RATE:

In-State=\$83

Out-of-State (Regular)=\$107

Out-of-State (High-Cost)=\$155

Out-of-State (Special)=\$170

Int'l=Actual

Click here to see: [Hotel Rate Information](#)

[Meal Allowance Rates](#)

Meal Allowance:

	Breakfast	Lunch	Dinner
In-state/border city	\$11	\$12	\$23
Out-of-state, regular	\$11	\$12	\$23
Out-of-state high-cost	\$11.50	\$13	\$24.50
Out-of-state special designated high-cost area	\$15.25	\$16.75	\$32.00
International	\$16.25*	\$17.25*	\$33.50*

*or actual not to exceed \$97 per day

Reduced Meal Allowance: If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or supplied without cost by another party, the meal allowance should be reduced as shown in the table above.

Click here to see: [Hotel Rate Information](#)

[Meal Allowance Rates](#)

[Meal Allowance Keys](#)

K=In-State

O=Out-of-State

H=Out-of-State High Cost

S=Out-of-State Special High Cost

I=International

C=China

Click here to see: [Hotel Rate Information](#)

[Meal Allowance Rates](#)

[Meal Allowance Keys](#)

[Departure Time Information](#)

Departure Time	Meals Allowed
12:01am-6:00am	- breakfast, lunch, dinner
6:01am-12noon	- lunch, dinner
12:01pm-6:00pm	- dinner
6:01pm-12midnight	- no meals allowed

REIMBURSABLE EXPENSES TO TRAVELER

3

Click here to see: [Hotel Rate Information](#)

[Meal Allowance Rates](#)

[Meal Allowance Keys](#)

[Departure Time Information](#)

[Return Time Information](#)

Date	Depart Time	Arrive Time	Miles	Destination/Hotel	Hotel Amt	Meals					
						Meal Allowance			Meals Provided *		
						B	L	D	B	L	D
08/01/2016	07:00		174	Wichita, KS / Hilton	\$0.00						
08/02/2016			0	Miami, FL / Marriott	\$0.00	H	H	H	H	H	H
08/03/2016			0	Miami, FL / Marriott	\$0.00	H	H	H	H	H	H
08/04/2016			0	Miami, FL / Marriott	\$0.00	H	H	H	H	H	H
08/05/2016		14:30	174	Hays, KS	\$0.00	H	H				
16			0		\$0.00						
16			0		\$0.00						
16			0		\$0.00						
16			0		\$0.00						
16			0		\$0.00						
16			0		\$0.00						
16			0		\$0.00						
TOTAL			348		\$0.00						

TRANSPORTATION

Mileage

Rate

Reimb Amount

Not requesting reimbursement

☐ (if marked, explain in comments below)

State Vehicle Tag #

Private Vehicle

Motor Pool vehicle available (if lowest cost)

\$112.75

Motor Pool & Enterprise vehicle not available

0

\$0.510

\$0.00

Enterprise Vehicle (if lowest cost)

\$0.00

Airfare Limit for out of state trip

\$0.00

Rental Vehicle (not paid by P-card)

\$0.00

Justification for Rental Vehicle

Airfare (not paid by P-card)

\$0.00

Other Airfare (not paid by P-card)

\$0.00

Train

\$0.00

Total \$112.75

List of other travelers riding in the same vehicle: Jane Traveler

Comments/Attachments:

Important: Remember to provide a printed airfare quote if taking personal days or driving to an out of state destination.

Departments and Amounts to Charge for Personal Reimbursement:
Org key Amount

6230112035	\$862.45
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$862.45

10

THIS FORM MUST BE ROUTED THROUGH THE FOLLOWING:

TRAVELER
TRAVELER WHOSE EXPENSES YOU PAID OR THEY PAID FOR YOU
TRAVELER'S SUPERVISOR IF TRAVELER IS THE BUDGET AUTHORITY
ALL APPROPRIATE BUDGET AUTHORITIES

Put PO# on all receipts and documentation.

Instructions after trip is complete

Correct the Travel Receipt form with actual dates, times and amounts. Submit through the traveler, supervisor (if appropriate) and budget authorities. If the traveler is the budget authority, the form must be approved by their supervisor. If the traveler paid for another traveler's expense, the travelers must approve each others Travel Receipt forms. If the traveler paid for student expenses such as lodging and registration, the traveler and students must sign a Certification of Expense form. More than one item can be on the Certification of Expense form.

Student meals cannot be reimbursed directly to an employee. Each student must claim their per diem or the Imprest Fund should be used.

When reimbursing an employee for border city travel, the rates will be paid at in-state rates. If the lodging needs to be paid at out-of-state rates, a statement must be typed on the Travel Receipt form stating "border city approved at out-of-state rates". The department will determine if the border city is paid at out-of-state rates. A complete list of approved "border cities" and reimbursement rates is provided in Appendix A of the Employee Travel Expense Reimbursement Handbook <http://www.da.ks.gov/ar/employee/travel/travbk.htm>.

SGA Allocated accounts only require the faculty sponsor to approve. SGA Appropriations are approved by Shana Meyer. For SGA, only 1 travel receipt should be completed for travel paid by SGA funds and departmental funds.

A new PR must be submitted if the purpose or destination of the original PR has changed. Any other changes can be approved through the Travel Receipt form, which must always be approved by the budget authority.

If the traveler is only reimbursed a limited amount, please use the "adjust to authorized amount" to make the total reimbursed amount the correct amount to pay the traveler. This amount should match the bottom total amount on the Travel Receipt form. The travel receipts for each traveler are to be stapled together with the traveler's name and PO# written on all receipts. Send receipts to the Business Office in a Business Office PO Invoice envelope within two weeks after the travelers return.

Any personal charge accidentally paid with a 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 the personal charge and reimbursements on the travel receipt form. The reimbursement check and deposit slip should be sent with the P-Card receipt after it is allocated on IntelliLink. The P-Card receipt should be processed as soon as the charge appears on IntelliLink.

Airfare

If the entire airfare cost or a portion of that cost will not be reimbursed, the airfare will need to be charged to the traveler's personal credit card. The portion to be reimbursed will be paid on the Travel Receipt form with the receipt.

If the traveler is taking any personal time during the out of state trip, a printed airfare quote for the direct trip must be provided, the traveler will need to use their personal credit card and will be reimbursed either the actual amount or the airfare quote, whichever is less. Airport parking will be prorated and only be reimbursed for the business portion on the trip.

The traveler must use the most economical mode of airline travel, which is generally economy or tourist class. If the traveler chooses to upgrade to a higher class, they must pay personally. An airfare quote of the economy class cost must be provided at the time of reimbursement. The lower cost of the two will be reimbursed.

Airfare that is business only can be paid by the following methods:

- The traveler may book the airfare and charge it to a P-Card. If the airfare is booked with the P-Card, reference the traveler's PO#, Bank ID, and purpose on the itinerary and send to Accounts Payable after allocating the charge on IntelliLink. Enter the airfare amount, Org Key and transaction date on the Travel Receipt form in the P-Card/PO/IFV Transaction area.

When using the P-Card to purchase airfare, travel guidelines must be followed. See policy at http://www.fhsu.edu/bus_off/P-Card_travel_training.

- The traveler may book the airfare and charge it to their personal credit card and will be reimbursed through the Travel Receipts form with the itinerary showing the airfare cost.

The traveler can book their airfare via the Internet or through a travel agency. Short's Travel Management is the state contracted travel agency and can be contacted at 1-800-748-7400. Short's Travel does not charge for price quotes.

Imprest

Travel Advance:

LiveSystem - Microsoft Internet Explorer

PR: H99999 PO:

Vendor FE00107318 Addr: 01 NOSHIP Addr: ST Confirm: Account: Bid #: Contract #: End Use: Buyer: PO Type: P Terms: DATED Req Codes

JOHN GREATHOUSE
FHSU AGRICULTURE
600 PARK STREET
HAYS, KS 67601

SHIPPING NOT APPLICABLE

Items

Item No	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	EA	GREATHOUSE, JOHN-TRAVEL	1,674.17	0000000300- 000000	1,674.17
0002	0			0.00	-	0.00

Notes

DUE DATE 03/08/05
CHECK NEEDED PRIOR TO TRAVEL

CALL MELISSA AT 4196 WHEN
CHECK IS READY TO BE PICKED UP
BANK ID = IM

REFERENCE IMPREST
R56725

FORT SCOTT INTERCOLLEGIATE RODEO
FORT SCOTT, KS
03/11/05-03/13/05

Print After

PR is payable to the traveler for the advance.

Type DATED in the Terms box in the Details tab.

The Description should be the traveler's last name, first name-Travel Advance.

The amount needs to be the same on both PRs.

Use the ORG Key 0000000300 and Object Code 000000.

The following information is required in the Print After Notes:

- Due Date, if necessary.
- Call ____ at ____ when check is ready.
- Reference Imprest PR (Second PR)
- Purpose, Destination and Dates of travel

Refund Advance:

LiveSystem - Microsoft Internet Explorer

PR: H99999 PO: Sec Cd: Aprv:

Vendor 0000016825 Addr: 15 NOSHIP Addr: ST Confirm: Account: Bid #: Contract #: End Use: Buyer: PO Type: P Terms: DATED Req Codes

Fort Hays State University
600 Park Street
Hays, KS 67601

SHIPPING NOT APPLICABLE

Items

Item No	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Amount
0001	1	LOT	GREATHOUSE, JOHN-REFUND ADVANCE	1,674.17	5254722510- 000000	1,674.17

Notes

REFERENCE TRAVEL ADVANCE
R56727

FORT SCOTT INTERCOLLEGIATE RODEO
FORT SCOTT, KS
03/11/05-03/13/05

Print After

PR is payable to Fort Hays State University to reimburse the funds. The vendor number 0000016825-15 refers to Imprest.

Type TV in Req Code Box 10 to include the Dean or Vice President in the approval cycle. The Description is the traveler's last name, first name-Refund Advance.

The amount needs to be the same on both PRs.

Use the department's ORG Key and the Object Code should be 000000.

The following information is required in the Print After Notes:

- Reference Imprest PR (First PR)
- Include the same travel information as the first PR.

Notes:

- Imprest is subject to the availability of funds.
- Imprest can be used for student travel expenses. Any Imprest money used for meals or mileage must be distributed to the student.
- Imprest cannot be used for state vehicles.

Step 1. Two PRs are required

- A. Department types one PR payable to traveler for the advance
 1. Org Key=0000000300
 2. Object=000000
 3. Description=LAST NAME, FIRST NAME - TRAVEL ADVANCE
 4. Type "DATED" in the Terms box in the Details tab
 5. Print After Notes=Due Date, Call _____ at _____ when check is ready to be picked up. Also, include all necessary travel information.
- B. Department types a second PR payable to FHSU Imprest to reimburse fund
 1. Org Key=department
 2. Object=000000
 3. Description=LAST NAME, FIRST NAME – REFUND ADVANCE (List each item on a separate line)
 4. Type "TV" in Req Code box 10 to include the Dean or Vice President in the approval cycle. If the budget authority is not the traveler's supervisor, type "MUST BE FORWARDED TO _____" and list the supervisor's name in the Print After Notes.
 5. Print After Notes=Include the same travel information as the previous PR.
- C. Department must reference both PR #s in the Print After Notes on each PR and then submit the PRs into the workflow. Amounts NEED to be the same on both PRs.

Notes:

Purchasing does not approve either PR until both are waiting their approval because only one has budget authority approval. Since there is a Due Date on the Travel Advance PR, this PO will need to be printed and sent to Accounts Payable. Print the Purchase Order Status (Long) form located under the Reports Folder; highlight the due date and hand carry the form to Accounts Payable personnel.

Step 2. SFS will call the contact person when the check is ready

Step 3. If any money was not used, it should be deposited with SFS using a deposit slip.

- A. Org Key=0000000300
- B. Object=000000
- C. Traveler's PE ID
- D. Description=TRAVELER'S LAST NAME, FIRST NAME-REFUND PO#_____

Step 4. Travel receipt form for the Imprest needs to be submitted within one week of the travelers return date, due to limited amount of money available through the Imprest Fund.

Step 5. Traveler will send receipts for the portion of the Imprest money used to Accounts Payable with the Imprest reimbursement PO #. Travel policies and procedures still apply. Complete the Travel Receipts form using the Imprest PR and PO#'s and marking Yes for Imprest Reimbursement. The traveler's name is the person who received the Imprest PR with (students) after their name.

Step 6. If the traveler had more expenses then the Imprest advance, a third PR should be submitted. SFS will mail the check to the traveler.

- A. Vendor=traveler
- B. Org Key=department
- C. Object=000000

Step 7. If any of the Imprest money is distributed to individual students, the Imprest Cash Distribution form must be completed and submitted with the traveler's receipts.

Emergency Imprest:

Step 1. Two PRs required

- A. Department types one PR payable to vendor
 - 1. Org Key=0000000300
 - 2. Object=000000
 - 3. Description=Description of expense
- B. Department types a second PR payable to FHSU Imprest to reimburse fund
 - 1. Org Key=department
 - 2. Object=000000
 - 3. Description=REIMBURSE PO#_____
- C. Department must reference both PR#s in the Notes tab on each PR AND then submit the PRs into workflow
- D. Send invoices to Accounts Payable in the Business Office PO Invoice envelope
- E. SFS will cut the check and mail to the vendor

International Travel

To convert the traveler's receipts, please use this website: <http://www.oanda.com/convert/classic>, it will convert to US dollars on the date of the receipt. Please print this form and attach to the receipt. The rate may be different if charged to the traveler's personal credit card, therefore the receipt can be attached to a photocopy of the credit card bill (be sure to mark out credit card numbers) and they will be reimbursed by the actual amount paid on the credit card.

Travelers may choose either the quarter-day rate or actual expense method of reimbursement for meals. The reimbursement method selected must be used for the entire trip. A combination of methods is not allowed. If the actual expense method is selected, receipts must be submitted to verify actual expenses incurred. China trips will be reimbursed for per diem at half of the state allowed rate and meals provided are reduced at half of provided meal rate.

Lodging

Lodging expense reimbursement is limited to the state's pre-established rates by location. The traveler may be reimbursed the lodging establishment's lowest available rate for normal single occupancy assuming it falls within the state rates.

Lodging payment should be made with the P-Card when possible to claim tax exemption.

The lodging rate is determined by the location. If the lodging rate of the motel the traveler will be staying is more than this rate, the traveler can be reimbursed for 1.5 times more than this rate by marking the "lodging claimed at a higher rate" on the Travel Receipt form. Taxes are reimbursable and are not considered when applying the maximum lodging limit to the traveler's lodging rate. If the lodging rate is more than 1.5 times the rate, the motel **must** be a conference motel and the conference flyer showing this information must be attached to the receipts and "Lodging claimed at actual conference rate" must be marked on the Travel Receipt form. If the motel is not a conference motel, the traveler will not be reimbursed more than 1.5 times the rate.

Itemized receipts for lodging are required. Receipts must show the rate, miscellaneous costs, etc. Credit card slips do not qualify as a lodging receipt. Receipt must reflect payment made and show a zero balance.

If the traveler books the lodging over the internet, they will need to print this information from the internet and this will be their receipt. Lodging establishments may not provide a receipt for internet booking(s).

If lodging receipt shows 2 or more people in room, find the single room rate plus tax and this will be amount reimbursed, if the other people were not state employees.

If the traveler paid for another state employee, he can claim the total lodging expenses as long as it falls within the rate guidelines, please remember to type this information in the comments section on the Travel Receipt form. Each traveler must approve the other traveler's Travel Receipt form.

If the employee is only being reimbursed for his portion of the room, and the other portion(s) of the room will be claimed by another employee, be sure to state the other employee's name and that he/she is sharing the room in the comments section. "John Doe shared the room with John Smith; this is cost of ½ of room". If a traveler is paying for another employee's portion of the lodging, the expense should be recorded in the Lodging section in Other Lodging.

When paying lodging with the P-Card, Kansas motels are tax exempt for the state sales 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 sales tax, the department must request a refund from the hotel if over \$5.00.

The lodging may be paid with a P-Card if no personal time is taken, there are no non-state employees staying in the room, and the lodging rate is within the state guidelines. (See Quick Reference for lodging rates).

Travelers will not be reimbursed until all charges are processed and scanned into the travel receipt form.

Meals

Meals are reimbursed for employees by the meals allowed rate determined by the destination.

Meal Allowance Key:

Use the appropriate letter code from the Meal Allowance Key to fill out the "Meals Allowed" and "Meals Provided" sections of the Travel Receipt form. (Must use capital letters)

K = in-state/border city

O = out-of-state, regular

H = out-of-state, high-cost

S = out-of-state, special high-cost

I = International (not China)

C = China

Meal Allowance Reimbursement Tables:

Meal allowances on the day of departure are reimbursed as follows:

Time of departure	Meals allowed
12:01 A.M.-6:00 A.M.	breakfast, lunch, and dinner
6:01 A.M. – 12:00 Noon	lunch and dinner
12:01 P.M.-6:00 P.M.	dinner

6:01 P.M.-12:00 Midnight	no meals allowed
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Meal allowances on the day in which the employee returns to the official station or domicile are reimbursed as follows:

Time of return	Meals allowed
12:01 A.M.-6:00 A.M.	no meals allowed
6:01 A.M. – 12:00 Noon	breakfast
12:01 P.M.-6:00 P.M.	breakfast and lunch
6:01 P.M.-12:00 Midnight	breakfast, lunch, and dinner

Meal Allowance Rates:

	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
In-state/border city	\$11.00	\$12.00	\$23.00
Out-of-state, regular	\$11.00	\$12.00	\$23.00
Out-of-state high-cost	\$11.50	\$13.00	\$24.50
Out-of-state special designated high-cost area	\$15.25	\$16.75	\$32.00
International	\$16.25*	\$17.25*	\$33.50*

*or actual not to exceed \$91 per day

Provided Meals

If meals are included in the registration or provided at no cost to the traveler (meals provided by the lodging, meeting or conference etc.) the meal allowance should be reduced. If staying with relatives or friends, the traveler may claim meal allowances and does not need to deduct those meals provided. Provided continental breakfasts do not need to be reduced. Be sure to put all meal allowance codes in the meal allowance columns in order to pay the correct amount for meals.

Document meals provided in the “Provided Meals” section using the Meal allowance key to determine appropriate code.

Meal rates can be found on the Quick Reference page located at http://www.fhsu.edu/bus_off/Quick_Reference/.

If a registration fee was paid and no meals were provided, type “no meals were provided in the registration fee” on the travel receipts form.

No meals can be charged on the P-Card.

One-Day Meals Policy & Guidelines

Policy:

One meal may be reimbursed to a traveler on a one-day trip that occurs on an infrequent basis when official duties require that the employee's work day, based on full-time employee work hours, be extended three hours or more and the official business is over 30 miles from the employee's official station. If a meal is provided at no cost to the traveler a one-day meal reimbursement may not be claimed. For travel on non-scheduled work days, regular full time employee work hours are assumed. To qualify for a dinner, the return time must be 6:30 p.m. or later. Receipts are not

required and there is no provision to reimburse an employee if the actual cost of a meal exceeds the meal allowance rate. The maximum amount for the meal reimbursed will follow the schedule included in the Quick Reference: http://www.fhsu.edu/bus_off/Quick_Reference/.

Guidelines:

The following type of employees must have a work day, including travel time, for the hours specified below:

<u>Employee Status</u>	<u>Regular Work Schedule</u>	<u>Work hours needed to qualify</u>
1. Full-time employee	8:00 – 4:30 M-F	at least 11 hours
Summer hours	7:00 – 5:30 M-Th	at least 13 hours
2. 3/4-time employee	6 hours a day	same as full-time employee
3. Part-time employee	4 hours a day	same as full-time employee
4. Student	Various	same as full-time employee

Time taken to eat the meal is not included as work hours. Record times for meal breaks. One-day meal reimbursements are at the discretion of the budgetary authority and he/she may limit the amount claimed.

For reporting purposes it does not matter if a teaching faculty member is in the office 2 or 8 hours. The faculty member is assumed to be working a full day, which equals 8 hours (10 hours during the summer), either in the classroom, in the office or at home.

The date, departure time, arrival time, destination and purpose of travel must be entered in the Travel Receipt form. The meal requested for reimbursement (e.g., lunch), amount of the meal, employee's scheduled work hours for the day (e.g., 8 a.m. – 4:30 p.m.), and time spent eating the meal (e.g., meal break(s) are times per each meal during trip must be entered in the meal section of the form.

Students

(Trip Not Associated with Job as Student Employee)

Policy:

Students attending one day University sponsored trips as students and not as student employees may be reimbursed per diem or approved amount that is less than per diem.

Student Meals

Students will be reimbursed per diem the same as an employee. All employees and students must be reimbursed personally for meals and mileage since they are based on rates not receipts. The Imprest Fund may be used for student meals.

Registration Fees

If paying another state agency, an Interfund must be initiated. If the vendor, other than a state agency, allows a credit card payment, the P-Card should be used. The registration form needs to be sent to Accounts Payable with the two-digit IFAS Bank ID, and a copy of the flyer must accompany the form. Enter the registration amount, Org key and transaction date on the travel receipt form in the P-Card/PO/IFV Transaction area.

If credit card payment is not accepted by the vendor, the registration fee may be paid directly to the vendor with a Purchase Requisition. Send the registration form and flyer with the PO# written on the form, to Accounts Payable.

PR: H99999 PO: Sec Cd: SGA Aprv: Next:

Vendor V00112074 Addr: 01
KANSAS ACADEMIC ADVISING
WICHITA STATE UNIV
1845 FAIRMOUNT ST
WICHITA KS 67260

ShipTo NOSHIP Addr: SF
SHIPPING NOT APPLICABLE

Req. Codes

Item Num	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Am
0001	1EA		WOLF, BETTY-REGISTRATION	25.00	6230112035- 000000	25.00
0002	1EA		GREGG, AMY-REGISTRATION	25.00	6230112035- 000000	25.00
0003	0			0.00	-	0.00

Notes

REGISTRATION FEE TO ATTEND THE
KANSAS ACADEMIC ADVISING NETWORK
(KAAN) 2004 ANNUAL CONFERENCE
WICHITA, KS
09/17/04
NO MEALS INCLUDED

Print After

Type TV in Req Code Box 10 to include the Dean or Vice President in the approval cycle.

Only 30 characters in the Description will print on reports. If the individuals name and registration go over that limit, abbreviate registration to "REG".

List each attendee on a separate line. Do not include them in the Print After Notes.

Object Code:
526610 – In State, Out of State, International

The following information is required in the Print After Notes:

- Purpose of travel
- Destination (City, St)
- Date of meeting
- Meals included
- State if no meals are included

Registration PRs must be approved by the budget authority, the traveler's supervisor and the traveler's Dean or Vice President. If any of these individual's are not in the approval cycle, the PR should be "reassigned" to them.

If paying the registration fee by P-Card, PO#, or Interfund and no other costs are associated with the travel, a \$0.00 PR and a Travel Receipt form must be submitted for each traveler.

If all costs are paid by an outside source, a \$0.00 PR must be submitted for each traveler.

The traveler may pay the registration fee personally and be reimbursed by the Travel Receipt form. Send a copy of the registration receipt and flyer with the other travel receipts to Accounts Payable.

Please provide a flyer for all conferences. Attach the flyer to the registration form and send them to Accounts Payable. The flyer should show meals provided, registration costs, hotel information, dates of event, etc.

Transportation

The state requires the employee to use the most economical and advantageous modes of transportation. The traveler will be reimbursed whichever is less: the Motor Pool rate, Hertz full-size car rate, or private vehicle rate per the [FHSU Vehicle Rental Comparison Form](#).

When traveling on official state business, the traveler may take a rental vehicle, a Motor Pool vehicle, or their personal vehicle. The **minimum driver age** on all state business rentals (Motor Pool and Hertz) will be **18** years of age. Per state regulations, **only state employees**, including students on payroll, can drive both motor pool and Hertz rental vehicles on official state business. A private vehicle must be the mode of transportation if any portion of the trip will be considered personal, and the driver will be reimbursed the lowest rate per the FHSU Vehicle Rental Comparison Form. Non-state employees and students not on payroll can ride in motor pool and Hertz vehicles only if they are on official state business. Candidates are not allowed to use the Hertz contract.

Motor Pool Vehicle

To reserve a Motor Pool vehicle, complete the Lotus Notes Workflow Transportation Requisition.

- The Transportation Requisition must be approved by the budget authority, traveler's supervisor, appropriate dean for an academic unit, and VP for out-of-state travel for a non-academic unit. The physical plant will not assign a car unless this approval is complete. If the approval cycle is not correct, the Transportation Requisition will be denied by the Physical Plant and a new form will need to be submitted.
- The vehicle number will be added to the Transportation Requisition as soon as it is assigned by the Physical Plant. Departments should not call the Physical Plant to reserve a vehicle or to find out the vehicle number.
- Submitters and approvers as well as drivers, if listed, on the Transportation Requisition workflow, will be able to view the requisition to see the approval status or to see which vehicle has been assigned.
- The Physical Plant will call the department if a vehicle will not be available so the traveler can make other arrangements or be put on a waiting list. If a Motor Pool vehicle or Hertz vehicle is not available, the employee can be reimbursed at maximum mileage rate. If a traveler does not want to take a Motor Pool vehicle, but wants to see if a vehicle is available for mileage rates, they can still call and check with the Physical Plant. When no Motor Pool or Hertz vehicle is available, please type "No Motor Pool or Hertz vehicle was available" on the Lotus Notes Travel Receipt Form. An email from the Motor Pool confirming that no vehicles are available and/or documentation from Hertz that no cars are available **MUST** be provided to Accounts Payable when processing the travel reimbursement.

If a Motor Pool vehicle is the only expense, a Transportation Requisition is the only form that needs to be submitted with the proper approvals for in-state or out-of-state trips. No IFAS PR is needed.

Rental Vehicle

Basic Information:

This vehicle rental contract is mandatory for instate rentals but not mandatory for out of state rentals. The State of Kansas/Fort Hays State University has a vehicle rental contract with Hertz Corporation: <http://www.da.ks.gov/purch/Contracts/Default.aspx/0000000000000000000037354>. The contract will only apply to those employees who live and work where Hertz rental agencies are located.

Hertz hours are Monday through Friday, 7:00 am to 6:00 pm (Hays).

Hertz will furnish preferred vehicles (compact, intermediate/mid-size, and full-size sedans; mid-size SUV; mini-van; and pickup) when a reservation is made with a 24 hour notice. Secondary vehicles (compact SUV, large SUV, large (12) passenger van, and hybrid mid-size Sedan) may require a 7-day notice. Renting a 15 passenger van is prohibited due to liability issues.

Rental rates can be found on page 17 of the contract link above. For the rates listed without Collision Damage Waiver (CDW)/Loss Damage Waiver (LDW), coverage is provided by the P-Card; and the state employee will choose to decline the CDW/LDW coverage with Hertz. For the rates listed with CDW/LDW, coverage is provided by Hertz through the state contract. You may see concession fees of 5% on the receipt; but this amount will be credited. The Energy Recovery/Surcharge Fee of \$1.03 per rental is allowed per the contract and should be paid if charged. Airport concession fees are allowed in the contract and vary from location to location.

How to Reserve a Vehicle:

The department and/or traveler will make the reservation by contacting either the local Hertz at 1204 Vine Street in Hays or at 785-623-4116 or call toll free 888-300-8035 (Hertz reservations for state of Kansas employees). The Hertz website www.hertz.com can also be used. The traveler must be a state employee, be 18 years of age or older, present a valid driver's license, and reference the FHSU CDP (Corporate Discount Program) number 1979071 in order to rent a vehicle at the contract rate. Hertz may ask for the Applicant #, but since we are using the CDP #, you will not need the Applicant #.

Use a P-Card to reserve and pay for the rental.

The Hertz at Hays requests that the renter come to their location at 1204 Vine to pick up the vehicle

If a 12 passenger van, pickup truck, or cargo van is rented CDW/LDW coverage will be provided by Hertz. If a sedan, mid-size SUV, or mini-van is rented and payment is made with the P-Card, the state employee shall choose to decline the CDW/LDW coverage.

Important Issues:

Reservation Cancellations: If a trip is cancelled call Hertz immediately. Cancellations are requested 24-48 hours prior to rental pickup date listed on the reservation.

Early Departure: Hertz offers the option to pick up a vehicle at 3:30 pm with advanced notification for early morning departures. In the event that the employee departure is before Monday at 7:00 am at the Hays location, the vehicle should be available to the employee to be checked out on Friday after 3:30 pm. at no additional charge. All locations excluding Garden City will offer this service Monday-Friday. Topeka will open its location at 6:00 am on Mondays for early Monday departures. Topeka will also allow early Friday pickup for prior to 6:00 am Monday departures. Early Friday pickup must be between 3:30 pm and 5:30 pm.

Returning After Hours: The drop box at Hays is located on the north side of the Hertz building. The State renter is required to record the mileage and time the vehicle was returned. Hertz will contact the State renter the next day before the rental is closed. The Hertz representative will discuss the rental charges and notify the renter if vehicle damage occurred.

Please note any damage prior to leaving the vehicle.

Driver: The minimum renter age on all State business rentals will be 18 years of age. Drivers 18-21 will not be charged an additional underage driver fee on any State business rentals. The driver must be a state employee.

Fuel Charges: Please remember to fill the rental car with fuel before returning. When the vehicle is returned without a full tank of gas, Hertz will charge the State rental for filling the gas tank. Hertz may charge current market value plus an additional \$1.00 service fee per gallon.

One-Way Restrictions and Charges: Rentals dropped off at a location other than the original renting city, where inter-city drop-off does not apply, will be charged a fee.

- A mileage fee of \$0.25 per mile will be charged on one-way business rentals.
- For one-way rentals over 250 miles, a one-way surcharge of \$125 is charged.
- These charges will not apply to one-way rentals to Kansas City International (MCI) Airport from Topeka or Lawrence.

No Show Fees: Each instance that a rental is not cancelled with a 2-hour notice will accrue a \$15.00 fee. Please call – do not email cancellations.

Delivery and Pickup of Renters: For locations other than Hays Hertz will provide pick up of state employees within a 15 mile radius at no additional charge. For pick up exceeding 15 mile radius there is a per mile fee of \$0.35. If the delivery exceeds a 15 mile radius, there will be a \$0.35 per mile charge for both ways.

Out of State Rentals: Rental vehicles requisitioned at out of state locations must have a justification on the Lotus Notes Travel Receipt Form. For instance, an employee who travels to Miami, Florida upon arrival rents a vehicle for transportation instead of using a taxi or bus. The Hertz contract is not mandatory for out of state rentals

Emergency Road Assistance (ERS): Hertz renters have access to a 24/7 Emergency Roadside Assistance Service. Hertz covers the cost of ERS for all mechanical failures (except, perhaps, situations involving certain violations of the terms of the contract). Customers are charged the costs related to the following problems that arise from customer neglect or accidents, with certain exceptions: Keys locked in the car, Keys Lost – Cost of replacing the key (unless Customer purchases or corporate contract provides “included” or “free” LDW), Keys Lost – Cost of delivering the key or towing the vehicle, Dead battery resulting from leaving the lights or some other accessory on, Out of Gas, Spare Tire Mounting for flat tires.

This service will include a toll-free number for all renters to call for vehicle assistance. The number can be found on the rental record, rental jacket or both, and given to the renter at the time of rental.

How to Receive and Post a Receipt

When returning a vehicle during business hours, please request a receipt. If you do not receive a receipt you may call Hertz at 623-4116 or log on to the website at www.hertz.com and do the following:

- Under Customer Support, Select the option: Find a Receipt. The following information will be required: Driver's Last Name, Driver's License Issuing Country and State, and Driver's License Number OR Driver's Last Name, Credit Card Type and Credit Card Number.
- Click Search
- Select the Details Tab for the trip
- Print the receipt

Kansas vehicle rentals are tax exempt for the state taxes. If paying for vehicle rental (in Kansas) with a P-Card and the rental agency charges Kansas tax, the department must request a refund from the rental agency.

The university P-Card should be used when paying for a rental vehicle. When processing the receipt, write the P-Card Bank ID, the Name of the Traveler and the IFAS PO#, if applicable, from the Travel Receipt Form on the bottom left corner of the receipt. Post the receipt on INTELLILINK and send it to Accounts Payable in the Credit Card envelope.

Final Note: If Hertz and the Motor Pool do not have a vehicle available and the traveler does not want to take a personal vehicle – Please, contact Purchasing at 4463 or 4250 before renting a vehicle from another company.

Private Vehicle

If the traveler takes their personal car, the [FHSU Vehicle Rental Comparison Form](#) will need to be started prior to creating the Lotus Notes Travel Receipt Form. When the traveler returns at the end of the trip, a new FHSU Vehicle Rental Comparison Form will need to be completed due to a possible change in the fuel price. The form should be attached to the traveler's receipts and sent to Accounts Payable. The traveler will be reimbursed whichever is less: the Motor Pool rate, Hertz full-size car rate, or private vehicle rate per the FHSU Vehicle Rental Comparison Form.

If one employee is taking a personal car to an out of state destination (not a border city), they must provide a printed airfare quote and can only be reimbursed the lesser charge of actual miles traveled or the airfare quote and mileage to the airport (other than Hays). Lodging en-route cannot be reimbursed and subsistence will only be reimbursed as if they are flying per the airfare quote. A Vehicle Rental Comparison form must also be provided. When possible, departments should assign more than one employee to a vehicle.

To calculate the mileage for the private car, the Kansas Department of Transportation (KDOT) mileage chart must be used for towns listed within the borders of Kansas. The website address is: http://www.ksdot.org/burtransplan/dist_chrt.cgi. If the destination is not on this website, please use the MapQuest website: <http://www.mapquest.com/directions/>. Print the map-quest mileage information and send it to Accounts Payable with the other travel documentation. Vicinity miles can be

reimbursed for each day and for each city by reporting it separately on the Lotus Notes Travel Receipt Form with the purpose for traveling the vicinity miles and the name of at least one business or individual contacted.

Miscellaneous Charges

Miscellaneous charges such as toll fees, parking, purchase of supplies while on a trip, faxes, photocopies, phone calls, or internet service for official state business can be charged to the P-Card or paid personally and reimbursed after the trip. If paid personally, miscellaneous expenses should be itemized on the travel receipt form and will be reimbursed to the traveler with their receipts.

A taxi fee to an eating establishment is considered by the state to be a personal expense and is not reimbursable.

Faculty Development Allocations

- If monies are allocated before the PR is submitted:
 - Type 8888888888 (ten 8s) in the Org key
 - Type "Charge Faculty Development Account #" in the Print After Notes.
- If monies are allocated after the PR has been approved and the traveler has not been reimbursed:
 - Add the Faculty Development Account # and Amount to the Travel Receipts form and include the budget authority, in the approval cycle.
- If monies are allocated after the traveler has been reimbursed:
 - If the traveler was paid in full
 - The department will prepare a Journal Entry to move the expense
 - Include the budget authority, in the approval cycle
 - If questions on the JE contact the Business Office
 - If this is additional reimbursement to the traveler
 - Type a PR using orgkey 8888888888 (ten 8s)
 - In the Print After Notes type "Charge Faculty Development Account #"
 - Submit a Travel Receipt form for the amount to be paid
 - Include the Purchase Order number of the previously paid PO in the "Purpose" section at the top of the form
 - Include the budget authority, in the approval cycle

Staff Development Allocations

- If monies are allocated before the PR is submitted:
 - Type 8888888888 (ten 8s) in the Org key
 - Type "Charge Staff Development Account #" in the Print After Notes.
- If monies are allocated after the PR has been approved and the traveler has not been reimbursed:
 - Add the Staff Development Account # and Amount to the Travel Receipts form and include the budget authority, in the approval cycle.
- If monies are allocated after the traveler has been reimbursed:
 - If the traveler was paid in full
 - The department will prepare a Journal Entry to move the expense

- Include the budget authority, in the approval cycle
 - If questions on the JE, contact the Business Office
- If this is additional reimbursement to the traveler
 - Type a PR using orgkey 8888888888 (ten 8s)
 - In the Print After Notes type "Charge Staff Development Account #"
 - Submit a Travel Receipt form for the amount to be paid
 - Include the Purchase Order number of the previously paid PO in the "Purpose" section at the top of the form
- Include the budget authority, in the approval cycle