

TRAVEL

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State of Kansas Website

<http://da.state.ks.us/ar/employee/travel/default.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 and IFAS PR should be created.

Create an IFAS purchase requisition (PR) in the name of the traveler using the Total Reimbursed Amount from the Travel Receipt form. The PR must be submitted through the approval cycle before paying for any expenses such as airfare or registrations fees. If the employee is not being reimbursed for any expenses, create a PR with the funding as \$0.00 in order for the employee to be approved to go on the trip.

The screenshot shows the IFAS PR system interface. At the top, there are fields for PR number (L19999), PO number, Sec Cd (ADF), Aprv, and Next. Below this is a header with tabs: Vendor, RemitTo, ShipTo, Bi, Details, Blanket/Dates, Req. Codes, and Misc. The Vendor section shows HERRMAN, KATHY, FHSU ADMINISTRATION & 600 PARK ST, HAYS, KS 67601. The ShipTo section shows NOSHIP, SHIPPING NOT APPLICABLE. The Req. Codes section has several dropdown menus, with the last one set to TV. Below this is an Items table with columns: Item No, Quantit, Units, Description, Amount, ACCOUNT NUMBER, Extended, Tax. The table has two rows: 0001 with 1 LOT, SAN FRANCISCO, CA 11/02/04, 405.50, 6230112035-52592, 405.50; and 0002 with 0, 0.00, -. Below the table is a Notes section with the text: ATTEND THE REGENTS PURCHASING ADVISORY GROUP (RPAG) CONFERENCE 11/02/06-11/03/06 CHARGE \$200 TO ACCOUNT 6341012035. At the bottom, there are buttons for PR Notes, 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	6230112035-52592	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 BPC or by another source, enter 0 for amount
 - 1.) PR will be cancelled when trip is complete—monitored monthly by Accounts Payable
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 use 8888888888 and type in 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=5259X (X=1 for in-state, 2 for out-of-state, 3 for international destinations)
9. Notes/Print After=Purpose of travel, Travel Dates
10. PR must be forwarded to traveler's supervisor if they are not the budget authority or Dean/Vice President of the Org key used

Travel Receipt Form Instructions

Save the Travel Receipt form, but do NOT submit so you are able to update the document once the traveler has returned.

1. Complete top section
 - Use drop-down for Traveler Name. If it is not listed, type in traveler name (last name, first name)
 - In the Purpose field on the Travel Receipt form, always spell out the name of the organization rather than using acronyms.
2. Complete BPC/PO/IFV Transactions Section if applicable
 - Indicate method of payment. If paid on a purchase requisition, provide the PO#.
 - Enter in transaction date
 - Enter 10 digit Org key
 - If more than one Org key will be paying for the expense, type "SEE BELOW" in the Org key field and type each Org key and amount in the comments/attachment field. Enter the total charge in the amount column.
 - Enter Amount
 - AP Rec'd is for Accounts Payable use only

Reimbursable Expenses to Traveler

3. Mark yes or no if there are any receipts that will be sent to Accounts Payable to reimburse the traveler
4. Complete Chart
 - Fill out description per day following normal travel guidelines
 - Time will be automatically converted to military time
 - Do not enter quarters for 1 day meals
 - If there are not enough lines on the chart, open the Travel Receipt Form Attachment form in Lotus Notes Workflow and complete this form
 - After the attachment form is completed
 - Save and close attachment
 - Go back to the original chart on the Travel Receipt form
 - On line 1, enter the travel start date
 - On line 2, enter the travel end date along with all appropriate totals and in the Destination/Hotel field type "TOTALS"
 - Then attach the Travel Receipt Form Attachment
 - Right clicking on the line of the form (do not open the form) and select copy as document link
 - Go back to Travel Receipt form
 - Under Transportation section, click in the Comments/Attachments field and right click and select paste
5. Transportation Section
 - If reimbursing mileage, type the total mileage in the appropriate field
 - Change rates if necessary

6. Meals Section
 - Quarters will automatically fill in from the chart
 - Reduce rates if department is limited reimbursement amount
7. Registration Section
 - Complete as appropriate
8. Lodging Section
 - Total lodging fills in from chart
 - Add any student lodging
 - Add any other lodging
 - Answer all questions
9. Miscellaneous Section
 - Add any extra expenses the traveler is requesting reimbursement for along with the appropriate amount
10. Totals Section
 - Sub-Total automatically calculates the expenses that can be reimbursed to the traveler
 - Adjust to authorized amount – if limited to approved amount, type in the amount that will not be reimbursed to the traveler here
 - Total Reimbursed Amount – Equals sub-total less adjust to authorized amount
 - Total Trip Amount – Sub-total plus BPC/PO/IFV transaction Total
11. Org Key Section
 - Enter each Org key that is paying for this reimbursement along with the amount charged to each Org key
12. Approval Cycle
 - This form must be routed through the following:
 - Traveler
 - Traveler whose expenses you paid for or they paid for you
 - Traveler's supervisor if traveler is the budget authority
 - All appropriate budget authorities
 - Accounts Payable



Travel Receipt Form

Fort Hays State University Travel Receipt Form

PR#: PO#: Imprest Reimbursement: yes no
 Travelers Name: Title:
 Official Domicile (City Live In): Official Station (City Work In):
 Destination:
 Purpose:
 Dates of meeting Begin End

EXPENSES PAID ON BPC / PO / INTERFUND

	(BPC/PO/IFV)	Trans Date	Org key	Amount	AP Rev'd
Airfare	<input type="text" value="BPC"/>	<input type="text" value="07/01/2009"/>	<input type="text" value="6230112035"/>	<input type="text" value="\$300.00"/>	<input type="text" value="KB"/>
Airfare Service Charge	<input type="text" value="BPC"/>	<input type="text" value="07/01/2009"/>	<input type="text" value="6230112035"/>	<input type="text" value="\$5.00"/>	<input type="text" value="KB"/>
Lodging	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Registration	<input type="text" value="B10036"/>	<input type="text" value="07/01/2009"/>	<input type="text" value="6230112035"/>	<input type="text" value="\$500.00"/>	<input type="text" value="KB"/>
Rental Car	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Rental Car Fuel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Parking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Tolls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Business Calls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Business Internet Charge	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Baggage Fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Taxi/Shuttle	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Other Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text"/>
Total BPC/PO/IFV				<input type="text" value="\$805.00"/>	

Comments/Attachments: [Itinerary](#)  AIRFARE-JTTEST1.pdf [Registration](#)  REG-DOE-JTTEST1.pdf

REIMBURSABLE EXPENSES TO TRAVELER

Receipts for Reimbursement: yes no

HOTEL RATE: In-State=\$77 Out-of-State (Regular)=\$98 Out-of-State (High-Cost)=\$143 Out-of-State (Special)=\$158 Int'l=Actual

Date	Depart Time	Arrive Time	Miles	Destination/Hotel	# of Meal Quarters per Day					Hotel Amt
					In	Out	High	Spec	Int'l	
<input type="text" value="07/06/2009"/>	<input type="text" value="17:00"/>	<input type="text" value="19:00"/>	<input type="text" value="174"/>	<input type="text" value="Wichita, Ks Airport Hilton"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$75.00"/>
<input type="text" value="07/07/2009"/>	<input type="text" value="06:00"/>	<input type="text" value="10:31"/>	<input type="text" value="0"/>	<input type="text" value="Miami, FL Hilton Hotel"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$140.00"/>
<input type="text" value="07/08/2009"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Miami, FL Hilton Hotel"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$140.00"/>
<input type="text" value="07/09/2009"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Miami, FL Hilton Hotel"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$140.00"/>
<input type="text" value="7/10/2009"/>	<input type="text" value="14:00"/>	<input type="text" value="22:00"/>	<input type="text" value="174"/>	<input type="text" value="Hays, KS"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
TOTALS			<input type="text" value="348"/>		<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="14"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$495.00"/>

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Departments and Amounts to Charge for Personal Reimbursement:

Org key	Amount
6230112035	\$858.40
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$858.40

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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

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, it 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.

SGA Allocated accounts only require the faculty sponsor to approve. SGA Appropriations are approved by Shana Meyer.

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 Travel envelope within two weeks after the travelers return.

Any personal charge accidentally paid with a BPC 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 should be sent with the BPC receipt after it is allocated on VIS. The BPC receipt should be processed as soon as the charge appears on VIS. Accounts Payable will complete the deposit slip for the reimbursement check.

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 and if the cost including the personal time is more, they will need to use their personal credit card and will be reimbursed only the business portion of the expense. Airport parking will be prorated and only be reimbursed for the business portion on the trip.

Airfare can be paid by the following methods:

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

When using the BPC to purchase airfare, travel guidelines must be followed. See policy at http://www.fhsu.edu/bus_off/bpc/BPC_travel_training.pdf.

- The traveler can 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:

PR is payable to the traveler for the advance.

Use "NT" in Req Code box 4 and type who to call to pick up the check in the Print After Notes.

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 10340.

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:

PR is payable to FHSU Imprest to reimburse the funds.

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

The Description should be 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 5259_ (based on destination).

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=10340
 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 (Use "NT" in Req Code box 4.) 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=actual expense
 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:

1. 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. Obj = 10340
- C. Traveler's PE ID
- D. Description=TRAVELER'S LAST NAME, FIRST NAME-REFUND PO#_____

Step 4. 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 5. 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=actual expense

Step 6. 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. Obj=10340
 3. Description=Description of expense
- B. Department types a second PR payable to FHSU Imprest to reimburse fund
 1. Org Key=department
 2. Object=actual expense
 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 Payment Voucher envelope

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 per location. The traveler may be reimbursed the lodging establishment's lowest available rate for normal single occupancy assuming it falls within the state rates.

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.

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 will probably not provide a receipt for internet booking(s).

If lodging receipt shows 2 or more people in room, please 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.

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 BPC and the hotel charges Kansas tax, the department must request a refund from the hotel.

The lodging may be paid with a BPC 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).

Meals

Meals are reimbursed for employees by per diem determined by the destination. The rate is paid for the first quarter you leave in, but not for the quarter you return in. The quarter's days are divided into four six-hour periods as follows:

Quarter 1	12:01 am to 6:00 am
Quarter 2	6:01 am to 12:00 noon
Quarter 3	12:01 pm to 6:00 pm
Quarter 4	6:01 pm to 12:00 midnight

Any provided meals must be reduced from the reimbursed amount.

This includes meals provided by the lodging or meeting.

Provided continental breakfasts do not need to be reduced.

Document meals provided on the Travel Receipts form under the Meals section. The meals are reduced by the meal provided determined by the destination.

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

If a registration fee was paid and no meals were provided, please remember to type "no meals were provided in the registration fee" on the travel receipts form.

No meals can be charged on the BPC.

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 per-meal allowance rate. The maximum amount for the meal reimbursed will follow the schedule included in the Quick Reference document found on the previous page in the Meals section.

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. 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 was 5:15 p.m. – 6:00 p.m.) 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 can be used for student meals.

Registration Fees

If the vendor allows a credit card payment, the BPC 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 BPC/PO/IFV Transaction area.

The registration fee may be paid directly to the vendor with a Purchase Requisition if the vendor does not accept credit cards. Send the registration form, with the PO# written on the form, to Accounts Payable.

PR: R50004 PO: Sec Cd: SGA Aprv: Next:

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

Ship To NOSHIP Addr: SF
SHIPPING NOT APPLICABLE

Req. Codes
Req Codes
TV

Item	Nur	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Am
0001		1	EA	WOLF, BETTY-REGISTRATION	25.00	6230112035-52591	25.00
0002		1	EA	GREGG, AMY-REGISTRATION	25.00	6230112035-52591	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:
52591 – In State
52592 – Out of State
52593 – 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 Interfund or by another source and no other costs are associated with the travel, a \$0.00 PR and a Travel Receipt form must be submitted for each traveler.

The traveler can 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, etc.

Transportation

The state requires the employee to use the most economical and advantageous modes of transportation.

Private Vehicle

If the traveler takes their personal car, the Vehicle Rental Comparison form will need to be completed after the traveler returns from their trip. This form is available at http://www.fhsu.edu/bus_off/travel/policies/vehicle_comp.xls. Attach the form to the traveler's receipts and send them to Accounts Payable. The traveler will be reimbursed whichever is less: the Motor Pool rate, Enterprise compact car rate, or private vehicle rate per the 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 enroute 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.

To calculate the mileage for the private car, the Kansas Department of Transportation (KDOT) mileage chart must be used if 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/>. Vicinity miles can be reimbursed for each day and for each city by reporting it separately on the travel receipts form with the purpose for traveling the vicinity miles and the name of at least one business or individual contacted.

Rental Vehicle

The State of Kansas/Fort Hays State University has a vehicle rental contract with Enterprise Rent-A-Car: <http://www.da.ks.gov/purch/contracts/ContractData/09730A.doc>. This vehicle rental contract is optional, so other vehicle rental agencies can be used. This will allow departments some additional options for vehicle rental. The traveler must use the most economical means of transportation. They will only be reimbursed the Enterprise rental rate if it is the most economical (Refer to Vehicle Rental Comparison Form).

The contract will only apply to those employees who live and work in a destination where Enterprise rental agencies are located. When traveling on official state business, the traveler can take a rental vehicle, a Motor Pool vehicle, or their personal vehicle.

Rental cars for out of state trips must have a justification on the travel receipt form. Employees can pay for the rental car and be reimbursed on the travel receipt form with the official rental receipt. Employees should secure the most economical rental vehicle. Crash Damage Waiver (CDW) is a reimbursable expense. Personal Accident insurance (PAI), Personal Effects Insurance (PEI) and other supplemental liability are considered personal expenses and are not reimbursable.

If the traveler chooses to take an Enterprise vehicle, the department and/or traveler will make the reservation. To simplify the Enterprise reservation process and get a written confirmation, submit a completed reservation form: http://www.fhsu.edu/bus_off/travel/policies/enterprise_reservation.xls. The rental car expense should be charged to a BPC. The BPC information is required on the reservation form. Departments will no longer need to call Enterprise for reservations.

Enterprise Rent-A-Car hours are Monday through Friday, 7:30 am to 6:00 pm.

Do not use this form to reserve a vehicle that will be paid for with a personal credit card.

- A PR payable to the traveler should be approved before making a reservation.
- Save the form to your computer.
- Email the form to Enterprise. Reservations should be made a minimum of twenty-four (24) hours in advance of the date needed.
- Once the reservation is complete, Enterprise will send an email confirmation to all addresses on the email request.
- The vehicle reservation will be charged to a BPC (indicated on the Enterprise Reservation Form). Remember to decline the collision damage waiver (CDW) coverage for the compact sedan, midsize sedan, or mini van, as the CDW coverage is provided by the university's BPC. If a full size passenger van, pickup truck, or cargo van is rented, CDW coverage is included in the rental rate. Renting a 15 passenger van is prohibited due to liability issues.
- Once the traveler returns, they will be given a pink copy of the signed rental contract with no amount on it. The traveler will need to go to the Enterprise website at www.enterprise.com to print a detailed receipt with the dollar amount charged to the BPC.
 - Under Business Rentals, Select the option to print a receipt
 - The following information will be required: Driver's License Number, Driver's Last Name, and Country.
 - Click Search
 - Select the appropriate rental contract number for the trip (from the pink copy)
 - You may also contact Enterprise at 623-4504 to obtain a receipt.

When paying with a BPC, write the IFAS Bank ID code and the PO# from the Travel Receipt Form in the bottom left corner of the receipt, post on VIS, and send it to Accounts Payable in the Credit Card envelope.

A Reservation Request Form will need to be completed for each vehicle.

If the trip is cancelled, notify Enterprise immediately. Send an email to Enterprise, including the confirmation number and traveler's last name in the subject line of the email. (Example: Cancellation-Smith #123456789). If a state employee fails to provide notice of cancellation within 12 business hours of the reservation time, Enterprise will charge the university. Your department will be liable for this cost of 50% of the reserved daily rate.

If requested, Enterprise vehicles can be available for pick up and drop off at the FHSU Physical Plant. If so, there will be designated parking places for Enterprise vehicles at the Physical Plant. Keys can be picked up and an Enterprise contract signed by the traveler at the Physical Plant, Brooks Building 109. The keys will need to be returned in the designated Enterprise drop off box at the Physical Plant. Return rented vehicles to the Enterprise office after 3:00pm on Fridays and weekends.

Enterprise cars picked up from the 13th street location are to be returned to that location.

All Enterprise cars are to be returned with a full tank of gas. Rental car fuel can be charged to the BPC. If the traveler personally pays for the fuel, the traveler will be reimbursed for all gas purchases on the Travel Receipt form.

Enterprise Rent-A-Car offers 24-hour road-side assistance. Call 1-800-RENT-A-CAR.

If the traveler is flying out of the Wichita or Manhattan airports, two car reservations should be made. One for the trip to Wichita or Manhattan and one for the return trip to Hays. This is not available at the Kansas City International airport at this time.

Per state regulations, only state employees, including students on payroll, can drive both motor pool and Enterprise rental vehicles on official state business. Non-state employees and students not on payroll can ride in motor pool and Enterprise vehicles only if they are on official state business. Candidates are not allowed to use the Enterprise contract.

If a driver is between the ages of 18 to 21, they must be on official state business and the car may not leave the state boundaries. Only a compact or mid-sized car can be rented.

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.
- Approvers as well as any drivers 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 Enterprise 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. Please type "No Motor Pool or Enterprise vehicle was available" on the Travel Receipt form.

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. A PR is required if the traveler will be reimbursed for other travel expenses.

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 BPC 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 Janet Kohl, 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 Janet Kohl, 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 Janet Kohl, 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 Betty Wolf, 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 Betty Wolf, 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 Betty Wolf, budget authority, in the approval cycle