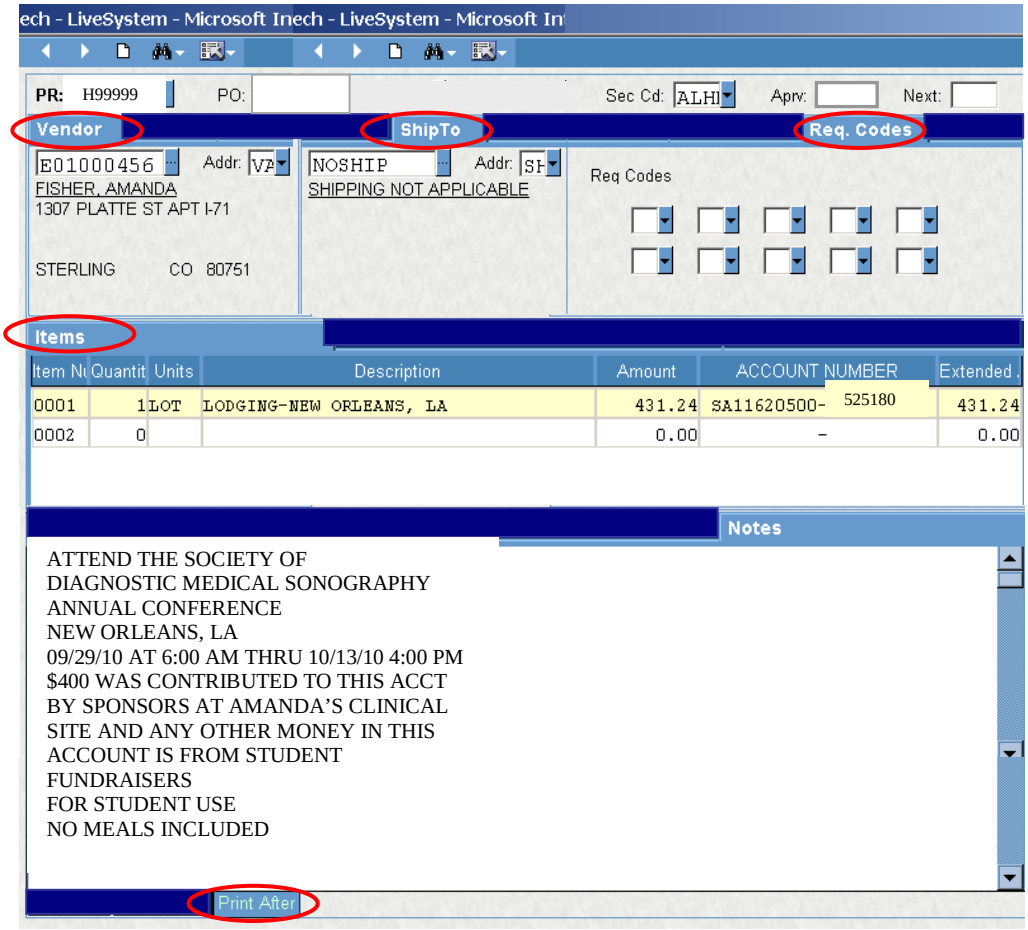
FORT HAYS STATE UNIVERSITY
ACTIVITY ACCOUNT
TRAVEL PR



Submit an IFAS PR for an estimated amount.

The vendor is the traveler requesting reimbursement.

Only include expenses in the Items tab that will be reimbursed to the traveler.

Print After Notes must contain the following:
- Purpose of Travel
- Travel Dates – Departure & Arrival Times
- List of students, faculty and staff attending

For Registration PRs, Print After Notes must contain the following:
- Purpose of Travel
- Destination (City, St)
- Date of meeting/conference
- State if Meals or No Meals are included

Policies:

- A separate PR is required for each individual claiming travel expenses.
- Type "Limited to Approved Amount" in Notes tab Print After if the traveler is NOT to be reimbursed for more money than listed on the PR.
- Members will be reimbursed mileage at the state rate or at a reduced rate determined by the organization. Will not reimburse based on fuel receipts.
- Members will be reimbursed a meal allowance up to the state rate or at a reduced rate determined by the organization.
- Miscellaneous expenses must be relevant to the travel.
- The actual cost of lodging can be paid. Original receipts must be provided. Additional charges to the room will not be reimbursed. (i.e. – room service, movies, etc.)
- The Certification of Expense form needs to be completed and signed when an individual pays for group expenses. The form location is: http://www.fhsu.edu/bus_off/certification_of_expenses.
- A new PR will need to be submitted if the purpose or destination of the original PR has changed. Complete the PR/PO Cancellation form on Lotus Notes to cancel the original PR. Email Purchasing the PR#, PO# and the reason for the cancellation if the organization does not have access to Lotus Notes.

Revised 09/28/2011

FORT HAYS STATE UNIVERSITY
ACTIVITY ACCOUNT
TRAVEL PR

- No PR is needed for trips that have only Motor Pool vehicle expenses. Complete the Transportation Requisition form on Lotus Notes and route it through appropriate budget authority(ies).
- No PR is needed for trips that have no associated cost.
- Purchases during travel without receipts refer to Lost-Receipt.pdf
- Cash prizes purchased during travel have the same approval requirements for Gifts, Prizes, and Awards. Refer to AA-Gift.pdf.
- Payments for "Services Performed" by students, faculty, or staff may be payable through payroll. Refer to Activity-Account-Contractual-Services.pdf before starting a PR.
- Expenditures NOT ALLOWED – This is NOT an exclusive list, so please check with Accounts Payable for questionable items before making a purchase.
  - Expenditures exceeding the amount of the fund balance
  - Reimbursements or payments cannot be made for illegal purchases, lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University policy
- Meals can be paid by the following methods:
  - Submit a PR for each student traveler to advance money for their meals to use on the trip. An IFAS PO Long Form must be sent to Accounts Payable as documentation. In the Print After Notes, the departure and arrival dates and times are needed in order to determine the amount that will be allowed for meal expenses (per diem).
  - Submit a PR after the trip for each traveler to reimburse the meal expenses. Do not send receipts. Meals are only reimbursed by per diem rates. A printed IFAS PO Long Form is needed to reimburse meals. (Note: One person **cannot** pay for all the meals and request reimbursement.)
- A Student Activity Credit Card can be used to pre-pay lodging, airfare, and registration as long as the activity card is paying the entire cost.

Procedures for Payment:

- Submit receipts for travel reimbursement to Accounts Payable. For further instructions see Activity Accounts AA-Invoices.pdf.
- Any travel changes from the original PR including the total amount of payment should be noted on the PO long form. This amended form needs to be signed by the Individual and the Faculty Sponsor and will serve as receipt for reimbursement. For further instructions on how to print the PO long form, see Instructions-Reports.pdf.