BUSINESS OFFICE

Travel Policy Manual

Revision Date 10/21/26

FORT HAYS STATE UNIVERSITY

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Preparing for Travel

To begin preparing for travel, all necessary travel details must be obtained from the traveler. The Travel Information form can be used to request all relevant travel information from the traveler to assist the Administrative Assistant in preparing travel approvals and forms. The Travel Information form can be found on the **Business Office webpage**.

Trip Approval

Prior to travel and before incurring any costs such as airfare or registration, trip approval must be obtained to ensure the employee is approved to travel. Approval is requested by submitting a spend authorization in Workday. Local Hays/campus travel does not require a spend authorization. Trip approval requests are approved by the traveler's manager and respective Dean/VP.

1. Complete the Spend Authorization in Workday: For assistance, review the procedure to submit a Spend Authorization in Workday via the FHSU Training Library: **Create Spend Authorization for Trip Approval.**
    a. If a group of students are traveling with faculty/staff, a spend authorization should be submitted under the faculty/staff name and a list of all student traveler names must be attached to obtain approval for the student travelers.
        - If students are traveling without faculty/staff, the spend authorization should be submitted under the group advisor's name or the department chair that the group is associated with.
2. After approval has been obtained and the Spend Authorization has been approved, the traveler can start planning for travel by reserving hotel rooms, booking airfare, registering for conference, etc.
    a. If a University P-Card is being used to pay for travel expenses, the p-card travel policies should be reviewed on the **Business Office Webpage**.
    b. If the traveler pays for expenses personally, the expenses will not be reimbursed until after the trip has been completed and all necessary documentation has been submitted through Workday.

Travel Receipt Form

- The travel receipt form should be started in the Workflow. For assistance, review the procedure to create a Travel Receipt Form in Workday workflow via the **FHSU Training Library**: **Create Travel Receipt Form.**
- The travel receipt form is a working document until after the trip has been completed. The form can be used to estimate the amount of expenses the traveler will incur during the trip. The estimate can be used when submitting the Spend Authorization above.
    - The form will be saved, not submitted, until after the trip is completed. Changes and updates to the form may be necessary when the traveler returns and as expenses are incurred.
    - Once the trip has been completed and all changes have been made to the form, it will be submitted for approval.

P-Card: Payment of Travel Expenses

All allowable state travel expenses should be charged to a University P-Card unless the trip includes personal time.

Standard P-Card policies must be followed while traveling, including:

- Submission of itemized receipts showing each expense, including applicable taxes.
- Timely submission of receipts to the cardholder's reconciler immediately following the trip to ensure prompt processing of P-Card transactions and any traveler reimbursements.
- Additional guidance regarding the use of a P-Card for travel expenses is available on the **Business Office webpage** under **"Guidelines for Travel Expenses on the P-Card."**

Any personal expenses inadvertently charged to a University P-Card must be reimbursed to the University immediately. The traveler will not be reimbursed for any allowable expenses until the personal charges have been fully repaid.

- Personal expenses may not be deducted from the traveler's reimbursement amount.
- Reimbursement for personal charges must be submitted to Accounts Payable.
- The related transaction in Workday must be processed promptly upon posting.

Meals and Incidental Expenses (Per Diem)

Meals are reimbursed to the traveler based on the daily Meal and Incidental Expense (M&IE) rate from the U.S. General Services Administration website. M&IE rate is determined by the business destination.

The Meal and Incidental Expense rate consists of the following:

Meals – including the cost of meals, taxes, and all meal fees/tips
Incidental Expense – including all fees and tips to meal, lodging, or transportation, such as waiters, bellhops, maids, Uber/Lyft/taxi drives, etc. while in travel status

Looking up Meals and Incidental Expense rates in the Contiguous U.S., Alaska, Hawaii, & U.S. Territories:

1. Go to the FHSU Business Office webpage: https://www.fhsu.edu/bus-off/.
2. Select **Expenses/Travel** under the menu options and then select the **Lodging & M&IE Rates** link.
3. Click the link for the correct date range, based on travel dates, to open the Conus Rates Spreadsheet
4. Find the city of the traveler's destination in the chart
    a. To search for a specific city, do a CTRL+F and type the two-letter state abbreviation, comma, city name. (EX. KS, HAYS)
5. The M&IE rate is found in the far-right column of the chart. This rate is used to determine the meal per diem allowance for the traveler.
6. Enter the M&IE rate for the traveler's destination in the appropriate M&IE Rate column on the Travel Receipt form.
7. Repeat steps 4-6 for each business destination of the trip.

Looking up Meals and Incidental Expense rates for foreign locations:

1. Go to the FHSU Business Office webpage: https://www.fhsu.edu/bus-off/.
2. Select **Expenses/Travel** under the menu options and then select the **Lodging & M&IE Rates** link.
3. Click the link for "M&IE Rates (Intl) to open the U.S. Department of State Website.
4. In the Country drop down, select the country of the foreign destination and click Go.
5. Next to Previous Rates, select the correct date from the drop down based on travel dates
6. Find the city of the traveler's destination in the chart.
7. If exact city is not listed, use the 'other' rate.
8. Enter the M&IE rate for the traveler's destination in the appropriate M&IE Rate column of the Travel Receipt form daily chart.
9. **For China destinations only**: the M&IE rate must be divided in half before entering on the Travel Receipt form Ex. If the M&IE rate is $100, the amount recorded on the travel receipt form should be $50 ($100 / 2).
10. Repeat step 3-8 for each business destination of the trip.

M&IE Determination

Employees may be eligible for reimbursement of M&IE while in Official University Travel status following the below guidelines:

WHEN TRAVEL IS	ALLOWANCE IS
THE DAY OF DEPARTURE	75% OF THE APPLICABLE M&IE RATE
FULL DAY OF TRAVEL	100% OF THE APPLICABLE M&IE RATE
THE LAST DAY OF TRAVEL	75% OF THE APPLICABLE M&IE RATE

- When travel requires official state business in both a travel location with a standard rate and in a travel location with a non-standard area rate, M&IE rates are adjusted accordingly. The rate used to determine the M&IE reimbursement changes to the new appropriate rate beginning with the first day in which the employee arrives at the second travel location.
- When travel consists of official state business in several locations within the same day, including standard rate location and/or non-standard rate location, subsistence rates will be based on the last official business location of the day.

Provided Meals

If a meal is provided to the traveler at no cost, the meal should be deducted from the meal allowance. Meals provided include meals provided at a conference, included in registration, at a lodging establishment, hospitality, or another outside source.

- Hot complimentary breakfasts containing protein (i.e., buffet or server-style with meat and/or eggs) will need to be deducted as a meal provided.

- Light complimentary continental breakfasts (i.e., pastries, baked goods, fruit, juice, coffee) do not need to be deducted as a meal provided.
- Employees with a qualifying physical condition under the Americans with Disabilities Act (ADA), which has been documented and results in dietary restrictions, may be reimbursed for provided meals if the provided meals do not meet their dietary restrictions.
    - Employee must have an ADA exemption approved and on file by the FHSU Human Resources Office.
    - If meals are not deducted and an ADA exemption is on file with HR, the following statement should be provided under the M&IE section of the Travel Receipt Form in the comments: "***ADA exemption on file at the agency HR office***".
    - Employees will not be reimbursed for provided meals that do not comply with their voluntary (non-ADA required) dietary preferences, only for provided meals that do not align with the employees documented dietary restrictions.

To reduce meals provided during a given travel day, the daily M&IE rate will be reduced by the percentage amount of the meal that was provided. By selecting a meal in the meals provided section of the chart in the travel receipt form, the form will automatically reduce the meal allowance based on these percentages:

- Breakfast – 15%
- Lunch – 35%
- Dinner – 50%

For partial travel days with provided meals, the M&IE allowed amount is calculated first (75% of M&IE Rate) and then the meal deduction % is applied. The travel receipt form chart will do this calculation automatically.

- If all meals are provided for a day, the reduction to the M&IE rate will be 100% and there will be no allowance for incidental expenses reimbursed to the traveler for that day.

One-Day Meals

Employees can be reimbursed for one meal for official university travel meeting the following criteria:

- The employees' workday, including travel time, is more than 12 hours but less than 24 hours.
    - Teaching faculty members are assumed to be working a full day, which equals 8 hours, no matter if they are in the office 2 or 8 hours.
    - Same travel time requirement applies for employees with less than full-time FTE and students.
- For travel on non-scheduled workdays, regular full-time employee work hours are assumed.
- To qualify for the dinner meal allowance, the travelers return time must be 6:30 p.m. or later.
- The trip is over 30 miles from the employee's official station.
- If a meal is provided to the traveler at no cost, the traveler does not qualify for a one-day meal.

If all the criteria are met, one meal may be paid at the following percentage of the daily M&IE rate:

	Breakfast	Lunch	Dinner
Reimbursed % of Daily M&IE Rate	15%	35%	50%

Student Meals

- Students may be reimbursed meal per diem based on the same guidelines as employees.
- Student's meal per diem must be reimbursed to the student directly by submitting an Expense Report payable to the student and completing a travel receipt form for each student.
- The Imprest fund may also be used to pay for student meals (see Imprest Fund in this manual for further instructions).
- Employees or Faculty **should not** pay for student meals personally and request reimbursement.

Travel Hospitality

Hospitality can be paid while on travel with all hospitality information provided.

- To qualify for travel hospitality, the meeting must have non-employee participant(s).
- The hospitality meal should be deducted from the meal allowance as a meal provided for any employees attending the function.

Camping Groceries/Food

Due to food limitations while camping, food from grocery stores may be purchased in place of meal per diem.

- A valid business reason must be provided to Accounts Payable for approval to purchase with the p-card.
- Total purchase of groceries divided by total number of travelers must be less per person than the total per diem that each traveler could receive.
- Claiming both groceries and meal per diem is not allowed.
- Restaurants on the p-card while camping are not allowed.

Lodging

Lodging reimbursement is limited to the established rates from the U.S. General Services Administration website. Lodging rates are determined by the destination of travel and the month that the trip occurs in.

- Lodging should be paid on the University P-Card whenever possible to claim tax exemption, when applicable.
    - Kansas hotels are tax exempt from state, county, city, and sales taxes. Travelers need to obtain and turn in the following forms to hotels in Kansas:
        - Kansas Tax Exempt Certificate
        - The Kansas Department of Revenue ST-28H Sales and/or Transient Guest Tax Exemption Certificate for Lodging
    - If tax is charged, a refund must be requested if the tax is $5.00 or more.
    - Other taxes (bed/occupancy) are not exempt
- Itemized receipts are required and must show the room rate, miscellaneous costs, and taxes charged. Receipt must reflect payment made and show a zero balance.
- It is highly discouraged to use a booking website due to the complications of appropriate documentation, prepayment, and extra fees incurred (booking fees). Contact the lodging establishment directly to book a hotel room.

Lodging cannot be prepaid on a p-card.

- Airbnbs are allowed if there is a cost-saving versus a hotel. Documentation is required as proof of cost savings (quote from lodging establishments per night, per room).
    - Usually, Airbnbs' only option is to pay in full when making the reservation. Due to cost savings prepayment would be allowed.
    - If the trip is cancelled for personal reasons, the cost of the Airbnb will need to be personally reimbursed by the traveler(s) to FHSU.

Lodging Rates

- The traveler may be reimbursed the lodging establishment's lowest available rate for normal single occupancy assuming it falls within the allowed rates for the destination.
- The traveler can be reimbursed 1.5 times more than the rate established for the traveler's destination.
    - The lodging rate at 1.5 times does not include any taxes charged.
    - Lodging claimed at higher rate' should be marked in the Lodging section of the travel receipt form.
- If the traveler is staying at a hotel that is above 1.5 times the rate, the hotel **must** be a conference hotel, and a conference flyer must be attached to the receipts showing the conference hotel and rate information.
    - Lodging claimed at conference rate should be marked in the Lodging section of the travel receipt form.
- If the hotel is not a conference hotel, the traveler will not be reimbursed more than 1.5 times the established rate.

Looking up lodging rates in the Contiguous U.S., Alaska, Hawaii, & U.S. Territories:

1. Go to the FHSU Business Office webpage: https://www.fhsu.edu/bus-off/.
2. Select **Expenses/Travel** under the menu options and then select the **Lodging & M&IE Rates** link.
3. Click the link for the correct date range, based on travel dates, to open the Conus Rates Spreadsheet
4. Find the city of the traveler's destination in the chart
    a. To search for a specific city, do a CTRL+F and type the two-letter state abbreviation, comma, city name. (EX. KS, HAYS)
5. If the city is listed multiple times, check the date range next to the location. Choose the rates on the line next to the date range that the travel occurs in.
6. The Lodging rate is found in the middle columns of the chart. This rate is used to determine the lodging allowance for the traveler. The second lodging column is the rate x 1.5 and is the maximum allowed lodging rate for that location, before taxes.
7. Repeat steps 4-5 for each business destination of the trip.

Lodging rates for foreign travel

- Lodging in foreign destinations will be paid at the actual expense and are not limited to a certain amount.

Multiple People in a Room

- If the traveler is staying with a non-employee, the single room rate plus taxes must be documented and this is the amount the traveler will be reimbursed.
- If the traveler and another state employee stay in a room together, only one person who paid for the room can be reimbursed for the lodging expense.
    - The Traveler claiming the lodging reimbursement will put their portion of the lodging expense in the chart on their travel receipt form.
    - The other employee's lodging expense will be entered on the 'Other Lodging' line in the lodging section of the travel receipt form.
    - Each traveler must approve the other traveler's travel receipt form.

Transportation

The State requires the employee to use the most economical and advantageous modes of transportation. If multiple state employees are traveling to the same destination and function, arrangements must be made for all employees to travel together. If an employee chooses to travel separately due to personal reasons, that employee will not be eligible for reimbursement of additional travel costs.

Travel within 500 miles from Official Station

- If a traveler's destination is within 500 miles of their official station, the traveler may choose to drive to their destination and will not need to get airfare quotes.
- The destination's per diem rates (meals, incidental expense, and lodging) will still be applicable.

Travel greater than 500 miles from Official Station

- If a traveler's destination is greater than 500 miles of their official station, the traveler will need to obtain an airfare quote, if they choose to drive.
- Lodging in route cannot be reimbursed and subsistence will only be reimbursed as if they are flying per the airfare quote.
- The lesser of the mileage or airfare quote will be reimbursed to the traveler for transportation expense.

Airfare

Airfare can be purchased for the traveler's trip on the University P-Card or by paying personally and reimbursement will be paid on the travel receipt form after the trip.

- State funds cannot be used to reimburse airfare that is purchased with airline miles.

- If personal time is being taken, airfare should be paid personally, and reimbursement will be paid on the travel receipt form after the trip. An airfare quote must be provided to show the cost of airfare minus personal days. See Airfare Quote section below.

- Travelers must use the most economical mode of airline travel.
    - Basic economy or economy class should be used. If the traveler chooses to upgrade to a higher class, they must pay for the airfare personally. Specific justification must be provided for the expense for airfare when economy class is not used. Verifying statement and documentation is required for airline expenses other than Basic or Economy rate.
    - One level of seat upgrade may be approved to provide additional legroom on any leg of a flight that exceeds 3 hours in length per airline documentation.
        - For example: booking with United Airlines, this would allow seat selection of preferred seating.
    - Costs associated with obtaining a confirmed seat guarantee and/or early boarding may be authorized per flight segment with documentation (screenshot) showing that the free economy selection is full.
- Travelers can book their airfare via the internet or a travel agency.
- Airports approved for FHSU travelers are Hays, Wichita, Kansas City, and Denver however, if flying from an airport other than Hays, an airfare comparison form must be completed.
- Voluntary/Involuntary Flight Displacement: Travelers should not voluntarily give up their seat on a flight in exchange for compensation, travel credits, airline miles/points, or other benefits. If a traveler is required by the airline to give up their seat or leave an aircraft for any reason, including overbooking, weight restrictions, or other operational reasons, they must request documentation from the airline explaining the circumstances and attach it to their Travel Receipt Form.

Real ID or Acceptable Identification for Air Travel

Adult passengers 18 and older must show valid identification at the airport checkpoint in order to travel.

- Effective May 7, 2025, state-issued driver's licenses and identification cards that are not REAL ID complaint are no longer accepted as valid identification for airport screening.
- Employees should review the Transportation Security Administration (TSA) list of acceptable identification prior to travel.
- Effective February 1, 2026, TSA may charge a fee to use the TSA ConfirmID process if a traveler arrives at a TSA checkpoint without an acceptable form of identification.
- Employees traveling on official state business are responsible for ensuring their identification is valid for TSA travel requirements. Any ConfirmID fee or other costs incurred due to failure to present acceptable identification are considered personal expenses and will not be reimbursed.

Airfare Comparison Form

Beginning January 7, 2019, employees purchasing airfare for travel should fly from the Hays airport.

- If the employee finds a more cost-effective flight from an alternative airport, they must complete the airfare comparison form, which provides a cost comparison for the non-Hays airport.
- The form can be found in Workday by searching "***Airfare Comparison Form***"
- A copy of this form along with the airfare quotes and PDF of mileage search results (when driving a personal vehicle) used to complete the form will need to be attached to the employee's travel receipt form that is submitted to the Business Office.
- If an employee completes the cost comparison and the Hays airport is the lowest cost option, they

should arrange their flights from the Hays airport.
- If the employee wishes to fly from the non-Hays airport when it is the more expensive option, the employee must pay for all expenses personally. They will be reimbursed after their trip but limited to the amount that the Hays airfare would have been since it was the cheaper option.

Acceptable Departure Time for Travel Involving Flights

- The following guidelines should be followed when it is justified for the employee traveling on a departing flight to drive to the airport city the day before the flight, thus incurring a nights lodging and additional per diem.
- If it is possible for the employee to leave their official station by 7:00 a.m. and travel to the airport city, arriving 2 hours prior to the departure flight time for check in, they must depart the day of the flight. No lodging or additional per diem will be allowed for departing prior to the day of the flight.
- If the employee would have to depart their official station prior to 7:00 a.m. in order to make it to the airport city to meet the 2-hour check in window, the employee is allowed to travel to the airport city the afternoon/evening prior to the day of flight departure.
  One night's lodging and extra per diem would be allowed.

Below is guidance for the most used airports. For all other airports, employees should use MapQuest or Google Maps to determine travel time.
- If the employee is traveling to Wichita, KS for a flight and the departing flight time is 12:00 (Noon) or after, the employee must travel to Wichita the day of departure.
- If the employee is traveling to Kansas City, MO for a flight and the departing flight time is 2:00 p.m. or later, the employee must travel to Kansas City the day of departure.
- If the employee is traveling to Denver, CO for a flight and the departing flight time is 2:00 p.m. GMT/3:00 p.m. CST, the employee must travel to Denver the day of departure.

Airport	Travel Time	Airport Check in Window	Total Time Needed After Departure from Official Station
Wichita, KS	3 hours	2 hours	5 hours
Kansas City, MO	5 hours	2 hours	7 hours
Denver, CO	6 hours	2 hours	8 hours

Airfare Quotes

Airfare quotes should be ran and sent to the Business Office with the traveler's documentation for the following situations:

- **Personal Time** – If the traveler takes personal time while on a business trip, a quote should be ran, at the time of booking, for the business only portion of the trip. The lower cost of the actual airfare or the quote will be reimbursed to the traveler.

- **Upgrades** – If the traveler upgrades the class they are traveling on, a quote should be ran to show the cost of the economy class flight. The lower of the actual airfare or the economy class quote will be reimbursed to the traveler.

- **Non-Approved Airport** – If the traveler is flying out of an airport that is not an approved airport, a similar flight and departure time quote should be ran flying out of an approved airport. Justification must also be provided for the reason why the traveler is not flying from one of the approved airports. The lower of the actual airfare or the approved airport quote will be reimbursed to the traveler.
- **Booking Airfare and Lodging together** – If the traveler books their airfare and lodging as a package, and there is not a breakdown on the receipt for the cost of the individual airfare cost and individual lodging cost, a similar flight and departure time quote should be run to show the cost of the airfare.
- **Traveling to a destination over 500 miles from official station** – If the traveler is driving a Motor Pool vehicle, Rental Car, or Private vehicle to a destination great than 500 miles from their official station, an airfare quote should be run from an approved airport to the travelers destination. The lower of the airfare quote and any additional expenses incurred (lodging, mileage, parking, etc.) or the Motor Pool/Rental Car/Private Vehicle cost will be reimbursed to the traveler.

All quotes should be run at the time of booking the airfare to compare costs before they are charged. If proper quotes are not obtained at the time of booking, futuristic quotes must be run.

- Futuristic quotes should be run the same amount of time out as the actual flight was booked. If the actual airfare was booked 6 weeks prior to the trip, the futuristic quote should be run for a flight 6 weeks from the date of running the quote.
- All quotes should be run for similar flights, departure and arrival times, and days of the week to make an accurate comparison.

Motor Pool Vehicle

A University Motor Pool vehicle can be requested for employees to travel to their destination to conduct official state business.

- The minimum driver ages are 18 years of age.
- Only state employees, including students on payroll, can drive a motor pool vehicle on official state business.
- Non-state employees and students that are not on payroll can ride in a motor pool vehicle, but not drive, only if they are on official state business.
- Limited number of vans are available through the Motor Pool
- Motor Pool vehicles and vans are not allowed to travel out of the country
- Motor Pool vehicles may be a more cost-effective option when comparing renting a Hertz vehicle or paying personal mileage.
    - To help in your planning, please use the Comparison Calculator tool on the Motor Pool webpage.
    - The cost center manager will determine the best option for each department's travel needs.
    - Accounts Payable does not require any cost comparison or calculation, this is only a tool to help departments decide what is the most cost-effective method of travel.

If the traveler is taking personal time during the trip, a motor pool vehicle cannot be used.

- Reminder: A motor pool vehicle is a state vehicle and should only be used for State business purposes. No personal travel should take place when using a motor pool vehicle.

Fuel is incorporated in the short trip mileage charge, based on the current rate

- Short trips for Motor Pool cars will be charged a minimum of 60 miles
- Short trips for Motor Pool vans/minivans will be charged a minimum of 50 miles
- Motor Pool vehicles cannot haul trailers

Reserving a Motor Pool Vehicle

Submit a Motor Pool Reservation Form in Workday workflow

1. Open Workday and type **Motor Pool Reservation Form**
2. Click the **Create** button to start a new form
3. Complete all required fields within the form.
4. Click the **Submit** button when finished and the form will automatically route to all required approvers.
5. The submitter will receive two different notifications:
    a. Once the Motor Pool has assigned a vehicle(s). Departments should not call the Physical Plant to reserve a vehicle or find out the vehicle number. This information will be in the form.
    b. Once the form is fully completed and the expense has been posted.
6. If a Motor Pool vehicle is not available, the Physical Plant will contact the department to make other transportation arrangements or to be put on the waiting list for a Motor Pool vehicle.

Rental Vehicle

- FHSU has a vehicle rental contract with LAG Rentals, LLC – Hertz: State of Kansas / Hertz Contract
    - The contract will only apply to those employees who live and work where LAG Rentals, LLC - Hertz rental agencies are located.
    - Effective dates for this contract are March 1, 2025, through February 28, 2027.
- This vehicle rental contract is mandatory for in-state rentals but not mandatory for out-of-state rentals.
- All reservations and confirmations must be made through completing and emailing the FHSU Rental Reservation Request form to jamie_day@rentlewis.com, www.hertz.com/rentacar/reservation/ website or by phone at 785-623-4116 through the Hays location at 609 E 8th Street with office hours from 8:00am to 4:00pm Monday through Friday.
    - Reservations that require an early pickup, for example 6:00am departure, must be reserved by calling the local office.
- A 24-hour notice is required for sedans; however, LAG Rentals, LLC – Hertz will work with emergency situations.
- Minivans, SUVs, and 12-passenger vans require a minimum of 72 hours or greater advance notice. 12-passenger vans cannot be reserved through the website. You must call to reserve a 12-passenger van.
    - 15-passenger van rentals are prohibited due to liability issues
- The rental vehicle **cannot** leave LAG Rentals, LLC – Hertz location until the date the rental agreement begins.

- Keys can be picked up the business day before between 3:30pm and 4:00pm.
    - For weekend or early Monday morning reservations, the keys should be picked up the Friday before between 3:30pm and 4:00pm

- Rental rates can be found on page 21 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 LAG Rentals, LLC – Hertz. For the rates listed with CDW/LDW, coverage is provided by LAG Rentals, LLC – Hertz through the state contract.
- Please remember to inspect the vehicle prior to leaving the LAG Rentals, LLC – Hertz location. Any pre-existing damage should be reported to LAG Rentals, LLC – Hertz.
- After returning the vehicle, a receipt can be printed from the LAG Rentals, LLC – Hertz website. Airport concession fees (FAC) and Vehicle Licensing Fees (VLF) are allowed in the contract and vary from location to location.

Hays LAG Rentals, LLC – Hertz Information

Hours: Monday – Friday 8:00am – 4:00pm
Location: 609 E 8th St.
Phone: 785-623-4116
Email: jamie_day@rentlewis.com

Reserving a Rental Vehicle

- The department and/or traveler will make the reservation by contacting either the local LAG Rentals, LLC – Hertz or using the LAG Rentals, LLC – Hertz website (information above).
- The traveler must be:
    - A state employee
    - 18 years of age, or older
    - Able to present a valid driver's licenses
- The FHSU CDP (Corporate Discount Program) number will need to be used in order to rent a vehicle at the contract rate. The CDP number is 2234534 and select Business for FHSU travel. The CDP number is entered under the discount code box to provide the FHSU rates. **Contact the FHSU Purchasing Office for the current CDP # for Fort Hays State University.**
- A University P-Card is required to rent a LAG Rentals, LLC – Hertz vehicle.
- The driver of the rental vehicle must be either the individual whose p-card is used for the reservation or employed by FHSU; includes faculty, staff, and student staff.
- 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.
- In Hays, LAG Rentals, LLC – Hertz requests the renter come to their location to pick up the vehicle.
- There is no CDW coverage included for the vehicles in the contracted rates; therefore, a State of Kansas p-card must be used to reserve a vehicle in order to receive coverage for all vehicles except a 12-passenger van and pickup/truck. When renting a sedan, mid-size/standard SUV, or

mini-van and payment is made with a p-card, the state employee should decline the CDW coverage. All other supplemental insurances are personal and should not be charged to the p-card.

- The Collision Damage Waiver (CDW) coverage is needed when renting a 12-passenger van and pickup/truck. The renter must accept this coverage at the time of the rental.
- Non-employees participating in official state business **MUST** complete a Non-State Driver Agreement to be covered by KBOR insurance. Contact the Purchasing Office for more information.

Driver

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

Class of Vehicle

- Economy/Compact, Intermediate, and Full-size sedans should be reserved when they accommodate the business needs of the traveler. Upgrades to a higher class of vehicle will require a valid business purpose be provided to justify the additional expense.

Reservation Cancellations

- If a trip is cancelled call LAG Rentals, LLC – Hertz immediately. Cancellations are requested 24-48 hours prior to rental pickup date listed on the reservation.

Early Departure

- Contact LAG Rentals, LLC – Hertz local office for arrangements with early departure rentals (e.g., 6:00am). These reservations cannot be made online.

- If the driver is picking up the keys the business day before, the rental vehicle **cannot** leave the LAG Rentals, LLC – Hertz location until the date the rental agreement begins. The keys may be picked up the business day before between 3:30pm – 4:00pm. For weekend or early Monday morning reservations, the keys should be picked up the Friday before

Returning a Vehicle After Hours

- The drop box at Hays is located in the front of the building to the west of the front door.
- The State renter is required to record the mileage and time the vehicle was returned.
- LAG Rentals, LLC – Hertz will contact the State renter the next day before the rental is closed.

LAG Rentals, LLC – Hertz Damage to Vehicles and Accident Reporting

- If damage is done to the LAG Rentals, LLC – Hertz vehicle while rented to the State employee the employee is instructed to **immediately contact the LAG Rentals, LLC – Hertz office where the**

vehicle was rented. If it is not during business hours, then contact may be made the following day.

- **State employees MUST contact VISA immediately** when damage happens to a rental vehicle while they must also contact LAG Rentals, LLC – Hertz immediately in order insure proper payment by VISA.
- Please contact the Purchasing Office for assistance with this process.
- Please keep in mind that VISA requires that all claims be submitted to them within **20 days** of the incident by the renter or their supervisor in order for them to provide coverage.

Fuel Charges

- **Please remember to fill the rental vehicle with fuel before returning.**
- Fuel charges will be applied on a rental when the vehicle is returned without a full tank of gas. LAG Rentals, LLC – Hertz may invoice for the fuel at the current rate plus an additional service fee.
- The University P-card may be used to purchase fuel for rental vehicles on state business.

One-Way Restrictions and Charges

- One-way drop fee is waived if dropped at another LAG Rentals, LLC – Hertz location (Hays, Liberal, Garden City, Dodge City, Salina, Manhattan, and Lawrence).
- One-way drop fee to Kansas City airport or Denver airport is $150.00
- One-way drop fee to Wichita airport is $75.00

Delivery and Pickup of Renters

- For locations other than Hays, LAG Rental, LLC – 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.

Airport Fees

- The following are current fees and taxes that apply to all rentals (includes LAG Rentals, LLC – Hertz and Nationwide).
    - FAC – Customer Facility Charge/Facility and Operations Fee/Airport Concession Recovery is a charge that covers that part of the fees that LAG Rentals, LLC – Hertz pays on each car rental for the right to do business at the location's airport, hotel, or train station.
    - VLF – Vehicle Licensing Fee is a fee that covers the cost LAG Rentals, LLC – Hertz pays for registration, licensing, and other relation fees for applicate car rentals.

Out of State Rentals

- Rental vehicles requisitioned at out-of-state locations must have a justification on the Workflow

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.

Emergency Road Assistance (ERS)

- LAG Rentals, LLC – Hertz renters have access to a 24/7 Emergency Roadside Assistance Service.
- LAG Rentals, LLC – 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” CDW)
    - 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 or rental.

How to Receive a Receipt

- After returning the vehicle, a receipt will be emailed to the traveler or can be printed off of the Hertz website. This can be obtained by:
    - Click the header “Rent”
    - Click “Get a Receipt”
- If an email address is provided at the time of the rental a final receipt will automatically be emailed upon return.

Auto Insurance -- Collision Damage Waiver (CDW)

- The University P-Card provides our agency protection for collision damage liability when renting automobiles, mini-vans and sport utility vehicles.
    - Employees should choose to decline the Collision Damage Waiver (**CDW**) when renting these types of vehicles from the contract vendor **(LAG Rentals, LLC - Hertz).**
    - Please note that protection from collision damage liability is only provided by P-Card when the person driving the vehicle is listed on the rental agreement with the car rental company. If multiple drivers are anticipated, those drivers must be included on the rental agreement in order for your agency to have protection from collision damage liability.
- The University P-Card does **NOT** provide Collision Damage Waiver (CDW) protection when agencies rent large size passenger vans, pickups, or cargo vans.
    - Collision Damage Waiver (CDW) protection **IS** included in the statewide contract rates for large size passenger vans, pickups, or cargo vans when rented from Hertz**.**
    - Rentals from a Non-Contract Vendor will require the purchase of CDW coverage for large size passenger vans, pickups, or cargo vans at the time of rental.

- Personal reimbursement of CDW is allowed when renting at an Out-of-State location or no vehicles are available through the contract vendor LAG Rentals, LLC – Hertz, when on official state business.

Kansas Board of Regents Automobile Liability Insurance

- This is provided to state employees operating a vehicle for official state business - regardless of ownership (personal vehicle, rental vehicle, or state-owned vehicle).
    - If there is an accident the employee should report the accident to the Purchasing Office.
    - A driver involved in an accident should not admit fault.

Insurance/Miscellaneous

- Other types of insurance that are <u>not</u> covered for state rental or personal rental on official state business include:
    - Personal Protection Plan (PPP)
    - Personal Accident Insurance (PAI)
    - Emergency Sickness Insurance (ESP)
    - Supplemental Liability Insurance (SLI)
    - Supplemental Liability Protection (SLP)
    - Uninsured/underinsured Motorist (UMP)
    - Car Seats

Personal Vehicle

- Private vehicle mileage reimbursement will be at the cost center manager's discretion per the University's travel guidelines.
    - Max allowed rate per mile to reimburse will be at the current State of Kansas rate.
- For a recurring 100% remote work arrangement, the University will typically reimburse employees for travel to and from their identified campus or facility location if the distance exceeds a 60-mile radius and is authorized within the Remote Work Agreement. Mileage reimbursement will not be considered for periodic, intermittent, or temporary remote work arrangements.
- Riders in private vehicles, when on state business, will be insured by the KBOR automobile liability insurance. The KBOR insurance will act as primary.
    - Non-employees NOT on state business will not be insured with the KBOR insurance.
        - See Guest section of manual on page 20
    - Non-employees participating in official state business will be covered by the KBOR insurance.

Calculating Mileage Reimbursement

Miles must be entered in the trip details section and will auto-fill in the Total Private Vehicle Mileage field in the transportation section of the Travel Receipt Form. The mileage rate should be entered on the Travel Receipt Form under the transportation section. The form will calculate the Total Mileage Reimbursement Amount. The KDOT (in-state), MapQuest, or Google Maps search results used to determine total mileage should be saved as a PDF and attached in the

transportation section of the Travel Receipt Form and the Workday Expense Report.

Vicinity Miles

- Vicinity miles can be reimbursed to a traveler for each day and for each city the traveler is doing business in.
- The vicinity miles should be reported on a separate line for each day/city and should include 'vicinity miles' as the hotel name.
- A log should be completed by the traveler and submitted with the traveler's receipt. The log should include:
    - Date
    - Departure address
    - Destination address
    - Purpose of destination (Business or Individuals Name)
- A MapQuest or Google Maps printout should also be submitted with the traveler's route and total miles listed.

Registration

- Registration fees should be paid with a University P-Card if credit card payments are accepted.
- If registration fees are paid to another Kansas state agency, an Interfund request should be submitted through the Workday workflow to make the payment on the state system.
- If registration fees cannot be paid by p-card, a Supplier Invoice can be submitted to pay the supplier directly.
- The registration can be paid by the traveler personally and will be reimbursed on the Travel Receipt form after the trip is complete.

Conference/Event Flyer

A flyer or other documentation for the event employee is traveling to **must** be included with the registration receipt, no matter the method of payment.

- The flyer should include:
    - Registration costs
    - Dates of Event
    - Hotel Information
    - Meals Provided

Miscellaneous Charges

Miscellaneous charges that can be paid while on travel or reimbursed to the traveler include:

- Purchase of supplies needed to conduct official state business while on trip

- Faxes
- Photocopies
- Phone calls for official state business
- Internet charges for official state business
- Baggage – one checked bag per domestic flight
- Taxi fare (**only**) to and from destination included in official state business
    - Taxi fares/tips to/from and eating establishments are considered personal expense and cannot be reimbursed to the traveler and should not be put on the p-card

Miscellaneous charges should have an itemized receipt.

Tips/fees given to <u>hotel</u> porters, bellhops, doormen, and maids cannot be paid on the University P-Card or reimbursed to the traveler.

- Travelers are given an Incidental Expense allowance as part of their per diem to help cover these tips/fees.
- If a traveler spends more on tips/fees for these expenses than the allowance given, additional tips/fees <u>cannot</u> be reimbursed to the traveler.

<u>Trip Participants Not on Official State Business</u>

- State funds cannot be used to pay any expenses for:
    - Non-state employees
    - Guests
    - Employees participating in an unofficial capacity, not directly related to their job at FHSU
- If traveling in an unofficial capacity, not supporting the business purpose of the trip, employees and their guests should not seek the assistance of hosts, including but not limited to, conference sponsors and organizers and international partner institutions, with any travel arrangements. International partner institutions will be informed by FHSU not to assist guests of FHSU employees in arranging excursions or other such related trips. FHSU employees engaged in official travel shall not invite guests to attend functions, including but not limited to dinners, banquets, receptions, etc. arranged as part of the event for which the employee is attending, unless the event organizer specifically allows guests of all attendees to attend, and so long as any increase cost due to the guest attendance is paid for by the employee or the guests.
- When engaged in official travel, FHSU employees shall obey all other applicable University, regent, and state laws, rules, regulations, and policies. Consequently, any such policies prohibiting any persons not employed by the state or otherwise reasonably engaged in official state business from riding in state owned or leased motor vehicles apply. FHSU employees engaged in official travel whose guests are not reasonably engaged in official state business shall make other travel arrangements not involving state owned or leased vehicles.
- FHSU cannot and does not guarantee the safety of participants and will not be responsible for any harm or injury resulting to or caused by guests of FHSU employees engaged in official travel. The liability of FHSU for actions of employees is governed by the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.) and other laws, rules, and regulations. Nothing in this policy shall be construed as allowing or

creating any inference or perception that a guest of an FHSU employee engaged in official travel is an employee or other duly authorized representative of the University, or that any guest of a university employee is authorized to represent or act on behalf of FHSU in any circumstance.

International Travel

- If a traveler is going to an international location and using a p-card, a P-Card Request should be submitted prior to the traveler's departure to open the card up for international purchases.
- If a traveler pays for expenses personally, the receipts will need to be converted to US Dollars.
    - Receipts can be converted using the Oanda website: http://www.oanda.com
        - Convert the receipt from the foreign currency for the date of the receipt.
        - The conversion should be saved as a PDF and attached with the receipt on the Expense Report.
    - Receipts paid by a personal credit card can also be reimbursed by the amount charged to the credit card.
        - A photocopy of the credit card statement should be attached with the receipt.
        - Mark out any credit card numbers or other personal information on the credit card statement before sending with the receipt.
- Travelers will be reimbursed by Meal Per Diem rates for the foreign location.
    - **For China destinations only**: the M&IE rate must be divided in half before entering one Travel Receipt form (Ex. If the M&IE rate is $100, the amount recorded on the travel receipt form should be $50 ($100 / 2)).
- Lodging expenses in a foreign location are paid or reimbursed to the traveler at actual expense
    - Per Diem rates for lodging do not need to be followed for foreign locations only.
- Visa and Passport Expenses:
    - Visa expenses can only be paid with State funds, if the Visa is required to travel for official FHSU business.
    - Passport expenses are considered a personal expense and cannot be paid with State funds.

The employee must verify that the passport has one or more "blank" visa pages (these pages have the word "Visa" at the top), and the passport will not expire while the employee is traveling for FHSU business.

Imprest Fund (Cash Advance)

- Imprest is subject to the availability of funds.
- Imprest can be used for employees traveling to foreign destinations.
- Imprest can be used for student travel expenses.
    - Any imprest money used for meals or mileage must be distributed to the student.
    - An imprest cash distribution form will need to be completed and signed by each student.
- Imprest cannot be used for state vehicles.

Obtaining funds from the Imprest Account: Instructions for requesting and reimbursing a Cash Advance can be found on the **Business Office webpage**

After the Trip: Completing the Travel Process

1. Update the Travel Receipt form with changes to actual dates, times, and amounts.
    a. The form cannot be changed after being submitted; be sure all changes have been made at this point.
    b. Correct, if needed, the total reimbursed amount and cost centers at the bottom of the form.

2. Submit the Travel Receipt form for approval. Add the appropriate approvers in the approval section of the Travel Receipt form. The following must be added as approvers:
    a. Traveler
    b. Traveler whose expenses were paid personally for, or they paid personally for you
    c. AP Group

3. Once the Travel Receipt form has been approved by all approvers and is waiting for AP Group, the Expense Report in Workday can be submitted. Expense Report instructions can be found on **FHSU Training Library**

If a trip is 1+ years old, prior approval will need to be obtained from the VP of Administration and Finance and attached in the Travel Receipt Form before any reimbursement can be processed.