

**June 2026 Business Office Training  
Travel Processing Updates**

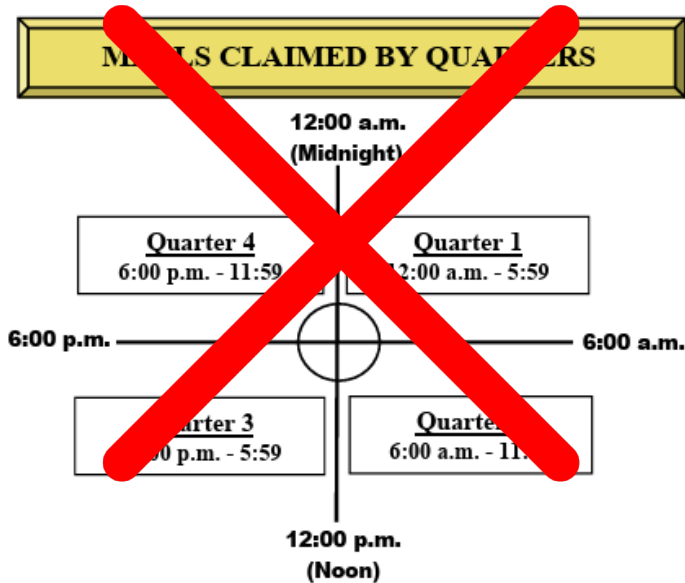


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# Training Topics

- ❖ State of Kansas updates to calculating per diem
- ❖ Transition of Travel Receipt Form from workflow to new web-based platform
- ❖ P-Card Policies & Reminders
- ❖ Candidate Travel Policy Updates

# Per Diem Changes



- M&IE rates still looked up based on business destination
- Daily M&IE Rate includes allowance for charges such as meals, taxes and all meal fees and tips to meal, lodging, or transportation employees, such as waiters, bellhops, maids, Uber/taxi drivers, etc. **Tips for Ubers/Lyfts/Taxis should NOT be charged to a P-Card.**

| 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  |

- Instead of quarters, each day will have a classification of either Departure, Return, or Full
- Day classification will need to be selected on the Travel Receipt Form so that correct amount is calculated

- Meals provided will still be selected from a drop down provided on the Travel Receipt Form. M&IE amount is reduced by the percentage amount of the meal that was provided based on the following 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 will automatically calculate this.
- 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 Meals section of the Travel Receipt Form in the comments: **“ADA exemption on file with the 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.

# MEALS PROVIDED



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# ONE-DAY MEALS

- ❑ 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
  - 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 dinner meal allowance, the travelers return time must be 6:30 p.m. or later
- ❑ If a meal is provided to the traveler at no cost, the traveler does not qualify for a one-day meal

|                                 | <u>Breakfast</u> | <u>Lunch</u> | <u>Dinner</u> |
|---------------------------------|------------------|--------------|---------------|
| Reimbursed % of Daily M&IE Rate | 15%              | 35%          | 50%           |

# ATTACHMENTS

## CONFERENCE

- Registration Rate Information
- Hotel/Accommodation Rates & Information
- Schedule-at-a-Glance
- Meals Provided

## OTHER EVENTS

- This might include seminars, workshops, recruiting fairs, board meetings, etc.
- Provide any information published on the event
- No information available on the internet...how did you hear about the event?
- If information sent by email, attach a copy of the email invite/information.



# Travel With More Than One Business Destination

- When travel requires official state business in locations with different rates, the rate used to determine M&IE reimbursement changes to the new appropriate rate beginning with the first day in which the employee arrives at the second travel location.

| Date          | Depart  | Arrive  | Destination                    | Mileage  | Day       | Meal Rate | Allowed         | Meals Provided   | Meal Deduction  |
|---------------|---------|---------|--------------------------------|----------|-----------|-----------|-----------------|------------------|-----------------|
| 06/22/2026    | 6:00 AM |         | Chicago, IL/Hilton             |          | Departure | \$92.00   | \$69.00         | None             | \$0.00          |
| 06/23/2026    |         |         | Chicago, IL/Hilton             |          | Full      | \$92.00   | \$92.00         | Dinner           | \$46.00         |
| 06/24/2026    |         |         | Chicago, IL>St. Louis,MO/Hyatt |          | Full      | \$86.00   | \$86.00         | None             | \$0.00          |
| 06/25/2026    |         |         | St. Louis, MO/Hyatt            |          | Full      | \$86.00   | \$86.00         | Lunch and Dinner | \$73.10         |
| 06/26/2026    |         | 5:00 PM | Hays, KS                       |          | Return    | \$86.00   | \$64.50         | None             | \$0.00          |
| <b>Totals</b> |         |         |                                | <b>0</b> |           |           | <b>\$397.50</b> |                  | <b>\$119.10</b> |

- When travel consists of official state business in several locations within the same day, M&IE rates will be based on the last official business location of the day.

| Date          | Depart   | Arrive  | Destination  | Mileage  | Day       | Meal Rate | Allowed         | Meals Provided | Meal Deduction |
|---------------|----------|---------|--|----------|-----------|-----------|-----------------|----------------|----------------|
| 06/22/2026    | 10:00 AM |         | Bonner Springs, KS>Olathe,KS>Overland Park, KS/Hampton Inn |          | Departure | \$80.00   | \$60.00         | None           | \$0.00         |
| 06/23/2026    |          | 7:30 PM | Overland Park,KS>Shawnee Mission, KS>Topeka, KS>Hays,KS    |          | Return    | \$68.00   | \$51.00         | None           | \$0.00         |
| <b>Totals</b> |          |         |  | <b>0</b> |           |           | <b>\$111.00</b> |                | <b>\$0.00</b>  |

4) Approver Workflow Status: (not submitted) | Currently at: -

Approver 1: Employee Traveler \* Approver 2 (Optional)

Approver 3 (Optional) Approver 4

[Save Approvers](#) [Submit for Approval](#)

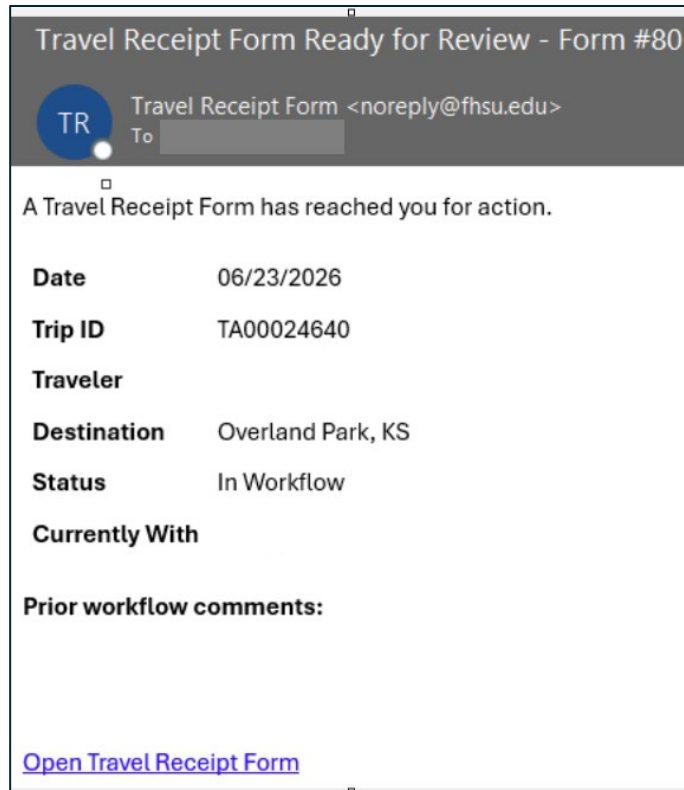
Approver 1 is required. Approver 2 & 3 are optional and only need to be used to add approvers when the traveler has personally paid for another traveler's expenses.  
 Approver 4 is routed automatically to the AP Group. Any active AP member may approve; the first AP approval completes the workflow.



# Required Approvals & Email Notifications

- ❖ Email notification in Outlook email sent to each required approver once the form is at them for approval.
- ❖ Occasionally, AP will resend those email notifications for forms that are still pending approvers .
- ❖ If form is sent back, be sure to review Prior workflow comments section of email for send back comments.
- ❖ The link in the email provides only the totals section of the form. If the approver wants to review all details, they must click the [Open Form](#) link.

## Email Notification to Employee



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## Email Notification to Submitter

**Subject:** Travel Receipt Form Pending Review by Accounts Payable - Form #81

The Travel Receipt Form #81 is now pending review by Accounts Payable. If applicable, please proceed with submitting the corresponding expense report in Workday. Important: If reimbursement is due to the traveler, the expense report must be submitted in Workday before reimbursement can be processed. Failure to submit the expense report will result in a delay of reimbursement to the traveler.

**Date** 06/23/2026  
**Trip ID** TA00024568  
**Traveler**  
**Destination** Trip Approval: Cambodia trip  
**Status** In Workflow  
**Currently With** AP\_GROUP

[Open Travel Receipt Form](#)

- ❖ An email notification will be sent to the submitter once the form has reached Accounts Payable.
- ❖ This will serve as a reminder to go submit the Expense Report in Workday.



# Required Approvals & Email Notifications



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## Final Email Notification to Submitter and Traveler

Travel Receipt Form Approved - Form #94

Travel Receipt Form <noreply@fhsu.edu>

Tue 6/23/2026 4:47 PM

The Travel Receipt Form #94 has been approved. If reimbursement is due to the traveler, payment has been processed and is on its way. Please allow 7-10 business days for the reimbursement to be deposited into your bank account.

**Date** 06/23/2026  
**Trip ID** TA00021945  
**Traveler**  
**Destination** Topeka, KS  
**Status** Approved  
**Currently With** -

[Open Travel Receipt Form](#)

- ❖ An email notification will be sent to the submitter and the traveler once the form has been approved by Accounts Payable.



# Required Approvals & Email Notifications



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# REVIEW OF KEY CHANGES TO TRAVEL RECEIPT FORM



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- Form is now a web form accessed via Workday>External Resources> Workflows and Web Forms
- Once Trip ID is populated, most of the Trip Background fields will pull in from the Spend Authorization. If needed, the information can be updated
- Attachments in Trip Background section will need to include flyer/event information. Possible attachments might be:
  - Schedule-at-a-Glance
  - Registration Rate Information
  - Hotel Rate Information
  - Seminar/Workshop/Recruiting Fair Flyer
  - Personalized email invitations to event that include event details
- When adding expenses to the form, attachments are not required; however, a valid Workday transaction number (PCV# or N#) must be included for Accounts Payable review
- Meals/Lodging/Transportation/Registration/Other Miscellaneous Expenses are now in a 'tab' format
- Trip detail now requires Day Classification to be selected instead of Quarters.
- Transportation tips (Taxi/Uber/Lyft) are not allowed. This allowance is built into the daily M&IE.
- Fewer approvals required for the form
  - Employee/Traveler
  - Traveler whose expenses you paid personally for, or they paid personally for you
  - Accounts Payable
- The new Travel Receipt Form has send back functionality. If AP receives a form that is incorrect or incomplete, the form will be sent back to the submitter for corrections

# WHICH FORM DO I USE?

| End Date of Travel       | Form to Use             | Instructions  |
|--------------------------|-------------------------|---|
| Prior to July 1, 2026    | Travel Receipt Form-OLD | <ul style="list-style-type: none"><li>The current Travel Receipt Form must be used.</li><li>If a form has not already been started, please initiate it in the current workflow as soon as possible.</li><li><b>The “+” option to add a new Travel Receipt Form in the current workflow will be removed beginning June 22.</b></li></ul>   |
| On or after July 1, 2026 | Travel Receipt Form-NEW | <ul style="list-style-type: none"><li>The new Travel Receipt Form must be used.</li><li>If a Travel Receipt Form has already been started using the old form, a new Travel Receipt Form must also be started and all information transferred to the new form.</li><li>Once all forms have been started using the new Travel Receipt Form and information transferred, email Accounts Payable so we can verify and clean up the workflow forms.</li><li><b>The new Travel Receipt Form will not be available until July 1.</b></li></ul> |



Email to AP for forms that need to be moved to the new form must include:

- Old workflow form #
- Trip ID (TA#xxxxx) & Traveler Name
- New form #

Travel that occurred prior to July 1<sup>st</sup> will need to calculate per diem using the quarter method. If you didn't get a form started in the workflow prior to the form being deactivated, contact Accounts Payable for instructions.



State and university policy require corrective action when a P-Card is used for personal or unauthorized purchases, including unintentional violations. The following actions will be taken:

**1<sup>st</sup> Offense:**

- Reimburse immediately
- Cardholder notified
- Policy review

**2<sup>nd</sup> Offense:**

- Reimburse immediately
- Cardholder & Manager notified
- Policy review

**3<sup>rd</sup> Offense:**

- Reimburse immediately
- P-Card suspended for 1 year

# P-card Purchase Violations



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# Important P-card Reminders

- ✓ All receipts MUST be itemized
- ✓ FHSU is tax exempt
- ✓ Food purchases must meet hospitality guidelines
  - ✓ Tips are limited to 20%
  - ✓ No meals on p-card while on travel
  - ✓ Alcohol is strictly prohibited with State funds
- ✓ Software & technology equipment – Tech Services
- ✓ Printed items – Print Shop
- ✓ Office Supplies – Central Purchasing
- ✓ Furniture – HON contract
- ✓ Business purpose is required for all purchases
- ✓ Verify & complete transactions by deadlines
- ✓ Do not split purchases to avoid transaction limits
- ✓ Personal purchases are strictly prohibited
- ✓ Follow State of Kansas & University Purchasing Policies
- ✓ Contact Accounts Payable with questions before making a purchase



**When in doubt,  
ask before you buy**

# Candidate Travel Policy Updates

- **Meals**
  - Itemized receipts only
  - No meal per diem
- **Hotel**
  - Travel must be more than 60 miles one-way from home to campus
- **Mileage**
  - Must be traveling over 50 miles to qualify for mileage reimbursement
  - Driving vs flying over 500 miles one-way requires airfare quote
    - Comparison includes mileage, meals, (hotel if applicable), & airfare quote
- **Airfare**
  - Cost comparison quote is required
    - Upgrade
    - Flight originates from a location other than the candidate's home city/state
  - Expenses not reimbursable
    - Seat upgrades
    - Seat selection
    - Early boarding
    - Travel insurance



## **AP Contact Info**

Phone: x5948

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**Questions?**