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

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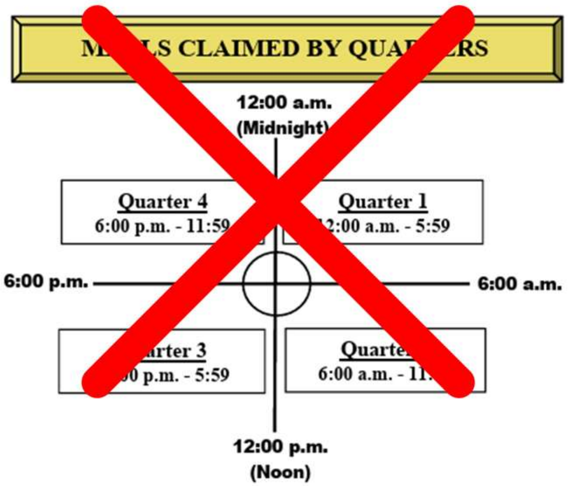
Per Diem Changes



- 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

- 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 meal deduction % is applied to the total M&IE rate then the allowed amount is calculated (75% of M&IE rate) 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".***
  - Employes 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.

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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

	Breakfast	Lunch	Dinner
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/Hlilton		Departure	$92.00	$69.00	None	$0.00
06/23/2026			Chicago, IL/Hlilton		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
Totals				**0**			**$397.50**		**$119.10**

- 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
Totals				**0**			**$111.00**		**$0.00**

4) Approver Workflow

Status: (not submitted) | Currently at: -

Approver 1: Employee Traveler *

Approver 2 (Optional)

Approver 3 (Optional)

Approver 4

AP Group (routed automatically)

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.

- ❖ 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

Travel Receipt Form Ready for Review - Form #80

TR Travel Receipt Form <noreply@fhsu.edu>
To

A Travel Receipt Form has reached you for action.

Date	06/23/2026
Trip ID	TA00024640
Traveler	
Destination	Overland Park, KS
Status	In Workflow
Currently With	

Prior workflow comments:

Open Travel Receipt Form

Required Approvals & Email Notifications

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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

TR

Travel Receipt Form <noreply@fhsu.edu>

[redacted]

Reply | Reply All | Forward | ...

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	• The current Travel Receipt Form must be used. • If a form has not already been started, please initiate it in the current workflow as soon as possible. • **The "+" option to add a new Travel Receipt Form in the current workflow will be removed beginning June 22.**
On or after July 1, 2026	Travel Receipt Form-NEW	• The new Travel Receipt Form must be used. • 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. • 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. • **The new Travel Receipt Form will not be available until July 1.**

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 1st 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:

1st Offense:

- Reimburse immediately
- Cardholder notified
- Policy review

2nd Offense:

- Reimburse immediately
- Cardholder & Manager notified
- Policy review

3rd 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

- **<u>Meals</u>**
  - Itemized receipts only
  - <u>No</u> meal per diem
- **<u>Hotel</u>**
  - Travel must be more than 60 miles one-way from home to campus
- **<u>Mileage</u>**
  - 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
- **<u>Airfare</u>**
  - 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

Email: apayable@fhsu.edu

Questions?