

Guidelines for Travel Expenses on the P-card

FHSU Business Office Webpage can be found at: <https://www.fhsu.edu/bus-off/>

Trip approval must be obtained to go on a trip via the Spend Authorization task in Workday. This is completed to obtain approval by the traveler's supervisor and Dean/VP.

- No travel expenses can be charged to the p-card until after the Spend Authorization is approved.
- A Travel Receipt Form is created in the web-apps and all travel related information and expenses are recorded on the Travel Receipt Form.
 - Once the trip is complete, the Travel Receipt Form will be completed and submitted to the traveler for approval via email notification.

Travel Purchases NOT Allowed with the P-card:

- If any vacation/personal time is taken during a business trip or if there is anyone not on state business going along on the trip, the p-card **CANNOT** be used (this includes rental and Motor Pool vehicles)
- **NO MEALS** can be charged on the p-card when on travel. Travelers will receive meal per diem after the trip
- Tips for Ubers/Lyfts/Taxis **CANNOT** be charged to the p-card
- Highly discourage the use of booking websites (Expedia, Hotels.com, Priceline, etc.) for airfare and hotel bookings. Always go through the airline's website and book either by phone or the hotel's website.

Charges Allowed on the P-card:

- Airfare – fly Hays guidance (see [Airfare Information document](#))
- Baggage – one bag to the business destination and one back, if requiring more than one bag, must be accompanied by a business reason
- Lodging
 - DO NOT PREPAY LODGING – a one-nights deposit is allowed to hold the room, but the full stay must be paid at check-out
 - Must follow state allowed rates (CONUS) – see FHSU Business Office webpage for rates
 - If staying at a hotel (other than the conference hotel) that is above the max allowed state rate, lodging must be paid personally and then reimbursed up to the allowed rate after the trip.
 - Kansas hotels are tax exempt (state, county, city, sales). We are not exempt from occupancy/bed tax.
 - Both State Tax Exempt certificate and Kansas Department of Revenue ST-28H Sales and/or Transient Guest Tax Exemption Certificate is required for Kansas hotels. Contact the Purchasing Office for both forms.
 - Personal charges at the hotel (room service/food, movies, etc.) must be paid with a personal credit card.
- Business Call & Business Internet – must be accompanied by a business reason
- Parking – at airport, hotel, conference location

- Rental Vehicle
 - FHSU's contract is with LAG Rentals, LLC/Hertz – see our Travel Manual on the FHSU Business Office webpage for more information
 - Crash Damage Waiver (CDW) is covered by the p-card and should be declined when renting a rental vehicle
- Rental Vehicle Fuel
- Tolls
- Taxi, Uber, Lyft, etc.
 - To and from airport, hotel, conference
 - Transportation to and from a meal, unless official hospitality, is not a state allowed expense

Each traveler is recommended to have a p-card in their own name.

- Exceptions will be allowed for infrequent travelers – they can use another cardholder's p-card for travel expenses if that cardholder approves the use of their card. The cardholder is responsible for making sure the traveler follows all guidelines, and the card is subject to the below listed consequences for personal use as well as p-card guidelines.
 - Students are infrequent travelers
- Candidate expenses for lodging can be charged to the p-card. All other candidate travel expenses, including airfare and transportation charges for candidates are NOT allowed to be charged to the p-card
- Non-employee's (speaker) expenses for airfare and lodging can be charged to the p-card

The State of Kansas prohibits the use of the p-card for any personal expenses

- Any personal charges charged to the p-card **MUST** be immediately reimbursed. Travel reimbursement will remain pending until reimbursement for personal charges is obtained.
- Check (payable to FHSU) or the exact cash amount (Business Office cannot make change) must be delivered to Accounts Payable.

Accounts Payable will monitor the Travel Receipt Forms for canceled trips

- Cancellation due to **personal reasons** – traveler is responsible for reimbursing all expenses incurred for the trip
- Cancellation due to **business reasons, due to emergency, or medical reasons** – refunds should be attempted; however, the traveler is not liable for reimbursing expenses incurred

P-card Request in the Workday Workflow Apps for changes related to the p-card. Contact the Business Office at x5948 for further inquiries or questions.