

# Travel Process - Overview

Approval must be obtained for each trip – Dean/VP and supervisor

- A Spend Authorization will be submitted on Workday to obtain the trip approval.
  - o If students are traveling with a faculty/staff/advisor a list of the students traveling will need to be attached in the faculty/staff/advisor's spend authorization or listed in the justification of the spend authorization.
- If the only expense is a Motor Pool Vehicle
  - o no Travel Receipt Form

**NO expenses can be charged to the p-card until after approval is obtained (spend authorization)**

Create the Travel Receipt Form and save for later until you are ready to complete the process of reimbursement or once the trip is over. This is a working document until the trip is over. AP will initial each expense when we approve them (p-card, supplier invoice, interfund, etc.) that is why the form needs to be started once the trip is approved and expenses are starting to be paid.

Once the trip is over, finish and submit the Travel Receipt Form. If traveler is getting reimbursed (meals, mileage, etc.) an expense report will need to be created and submitted.

Both Travel Receipt Form and Expense Report must be at AP for us to complete the reimbursement/trip audit.

If there is any vacation or personal time taken during the business trip or if there is anyone not on state business (i.e., spouse) going along on the trip, the p-card CANNOT be used (this includes the rental vehicle).

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- Non-FHSU/non-state employees CANNOT drive a Motor Pool vehicle.
- Non-FHSU/non-state employees can ride in a Motor Pool vehicle (but not drive), only if they are on official state business.
- If traveler is taking personal time during the trip, a motor pool vehicle CANNOT be used.

The following is allowed expenses on the p-card:

- Airfare & associated charges (baggage, etc.)
  - o Reminder: fly Hays policy!
    - o Airfare Comparison Form with quotes if not flying Hays – quotes obtained when airfare is booked, NOT after the trip.
  - o Seat fees are NOT allowed (preferred seat, etc.) – will need reimbursed if charged on p-card
- Lodging – DO NOT PREPAY
  - o Must follow the state allowed rates, CONUS rates found on the BO webpage or Expenses worklet in WD
  - o Kansas hotels are tax exempt for state/sales taxes (other lodging taxes are okay)
  - o If p-card is used for lodging expenses make sure all personal charges are not charged to p-card (room service, movies, etc.)
- Tolls
- Business Calls – with business justification
- Business Internet charge – with business justification
- Rental Vehicle
  - o LAG Rentals, LLC – Hertz is FHSU contracted rental vehicle company.