

Travel Policy Changes

Effective beginning January 1, 2016



FORT HAYS STATE
UNIVERSITY

Forward thinking. World ready.

The State of Kansas will adopt federal per diem rates effective for all travel occurring on and after January 1, 2016.

- High Cost and Special High Cost Geographic Areas are discontinued.
- Border City Travel rule and designated cities are discontinued.





Traveler's can drive to an out-of-state location within 500 miles of their official station without providing an airfare quote for cost comparison.



No lodging in route should be required, as 500 miles typically can be driven in one day.



REMINDER: State of Kansas policy states that employees should use the most economical or advantageous mode of transportation.



CONUS-Per Diem (meals and lodging) rates developed at the federal level

▶ CONUS

- ▶ CONtinental United States
- ▶ Federal General Services Administration maintains the contiguous states rates.
- ▶ Applies to all states sharing borders, including Washington, DC. CONUS doesn't include Alaska and Hawaii.

▶ OCONUS

- ▶ Outside the Contiguous United States
- ▶ Dept. of Defense establishes and maintains rates
- ▶ Alaska and Hawaii and US territories

▶ INTERNATIONAL TRAVEL

- ▶ Federal State Department establishes and maintains foreign country rates.



Why CONUS?

- Simpler to administer
- Out of state rates align closer with actual travel locations
 - Locations are researched by federal agencies to establish per diem rates that closely reflect actual rates at a specific location.
 - Lodging rates are established by month, taking into account seasonal rate fluctuations.
- Up-to-date rates
 - Rates and locations are evaluated on a regular basis by the federal agencies.
 - The State of Kansas will update rates twice a year on April 1 and October 1.



CONUS rate setting looks at the costs of a specific city, town, or country and determines whether the location is designated as a standard or non-standard area.



Standard

- ☐ Assigned the standard rate
- ☐ Less frequently traveled
- ☐ Most of the approximately 2600 CONUS counties are considered standard areas

Non-standard (NSA)

- ☐ Have specific rates higher than the standard rate
- ☐ Frequently traveled
- ☐ Currently about 400 non-standard areas

[NOTE: Locations can change from standard to non-standard OR from non-standard to standard.]



Per Diem-- Three Allowances

1 MEALS

2 INCIDENTALS

Location State, City	Season Start Date	Season End Date	Lodging Rate NOTE: BEFORE TAXES	Maximum Allowed Lodging (Rate x 1.5) NOTE: BEFORE TAXES	M & IE Rate
FL, ORLANDO	01/01/16	03/31/16	\$127.00	\$190.50	\$59.00
FL, ORLANDO	04/01/16	09/30/16	\$110.00	\$165.00	\$59.00
FL, ORLANDO	10/01/16	12/31/16	\$127.00	\$190.50	\$59.00

3 LODGING



M & IE RATE



1

MEALS

- ☐ Includes cost of meals, taxes and tips.



2

INCIDENTALS

- ☐ Includes fees and tips to HOTEL porters, bellhops, doormen and maids.



When traveling to CHINA only, employees will be limited to ½ of the federal M & IE rate established for that location.



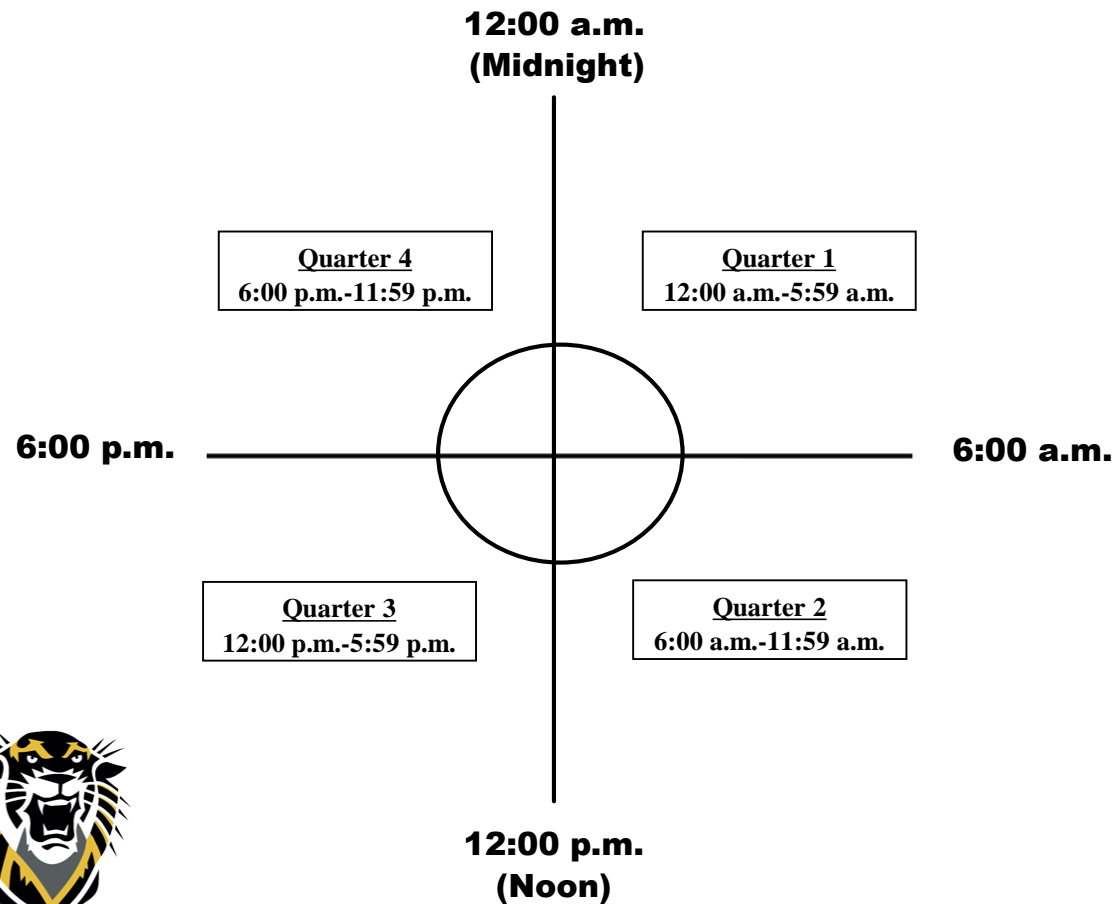
Employees will NOT be reimbursed for any incidental expenses incurred at a hotel that exceed the established federal incidental rate.



Tips for local transportation (i.e. taxi, shuttles) and tips at airports for luggage assistance, etc are considered miscellaneous expenses and are reimbursable to the traveler.



Meals Claimed By Quarters



- ◆ Four quarters in one day
- ◆ Traveler claims quarter of departure AND quarter of return
- ◆ Federal M & IE rate divided equally between quarters



MEALS PROVIDED

➡ Meal allowance must be reduced for meals provided at no cost to the employee.

➡ M & IE rate will be reduced by the amount of the meal provided, using established percentages (see chart) of the daily M & IE rate.

Meal Provided	% Deduction Applied to M & IE Rate
Breakfast	15%
Lunch	35%
Dinner	50%

➡ For partial days, the quarter amount is calculated first and then the meal deduction % is applied.



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 incidentals expense reimbursed to the traveler.

ONE DAY MEAL ALLOWANCE

% of Daily M & IE Rate Allowed For One Day Meal Allowance

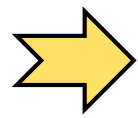
Breakfast	15%
Lunch	35%
Dinner	50%

- ✓ Must depart and return to official station on same day.
- ✓ Based on full-time employee work hours, work day must be extended three hours or more.
- ✓ Time taken to eat meals does not count toward the work day hours.
- ✓ Official business must be over 30 miles from employee's official station.
- ✓ If meal is provided at not cost to the traveler, a one day meal allowance cannot be claimed.
- ✓ To qualify for a dinner, the return time must be 6:30 p.m. or later.

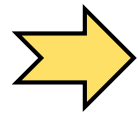


L O D G I N G

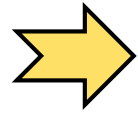
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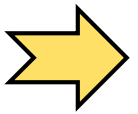
Employees will be reimbursed for actual lodging expense incurred, not to exceed the established federal rate.



Lodging may be approved and reimbursed at 1.5 times the established federal rate (plus taxes).



No allowance for any tips is included with this rate. Allowance for tips at lodging establishments is included in the incidental portion of the M & IE daily rate.



If employee is staying at the conference hotel, lodging rate may exceed federal rate. A conference flyer must be provided documenting the conference rates.



EXCEPTION

For international travel, payment for actual lodging expense is allowed and not subject to rate limitations.





FORT HAYS STATE
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FINDING RATES

Forward thinking. World ready.

Future Students

Current Students

Online Students

Academics

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Alumni & Foundation

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Athletics

Administration and Finance

FORT HAYS STATE UNIVERSITY > ABOUT FHSU > ADMINISTRATION AND FINANCE > BUSINESS OFFICE > TRAVEL

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OVERVIEW

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LIVING LEARNING COMMUNITIES

TRAVEL

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INVENTORY

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PAYROLL

TRAINING

TRAVEL

W-9

CONTACT US

Travel

CLICK ON TRAVEL LINK

Short's Travel Management is the travel services contract vendor.

Federal Per Diem Rates (Contiguous U. S., Alaska, Hawaii & U. S. Territories)

Federal Per Diem Rates (International Locations)

http://www.fhsu.edu/bus_off/travel/

WEBSITE
LINK



Rates for Continental U.S., Alaska, Hawaii and U.S. Territories



State of KS downloads rates from the CONUS and OCONUS sites twice a year, in October and April.



FHSU will download these rates from the State of Kansas site and publish them on the FHSU Business Office website.



SEARCHING CONUS & OCONUS RATES & LOCATIONS

- ☐ On the FHSU Business Office page, click on **Federal Per Diem Rates (Contiguous U.S., Alaska, Hawaii & U.S. Territories)**
- ☐ Ctrl+ F and Search by city name OR search by state abbreviation
- ☐ IF location is not listed, use the standard rate for each state (highlighted in blue).
- ☐ Some locations will be listed more than once if they have seasonal rates.



FINDING M & IE RATE FOR INTERNATIONAL LOCATIONS

- ☐ On the FHSU Business Office page, click on Federal Per Diem Rates (International Locations).
- ☐ U.S. Department of State website will display. Click *Foreign Per Diem Rates by Location*.
- ☐ Select country from the drop down list.
- ☐ Next to Previous Rates, select the correct date from the drop down based on travel dates.
 - ✦ Choose OCTOBER 1 for travel occurring between October 1 and March 31 of the following year.
 - ✦ Choose APRIL 1 for travel occurring between April 1 and September 30 of each year.



NOTE: Payment for actual lodging expense is allowed for international locations. Travelers are NOT limited to the federal lodging rates for international locations!!

INTERNATIONAL
FHSU



U.S. DEPARTMENT OF STATE

DIPLOMACY IN ACTION

SECRETARY KERRY MEDIA CENTER BLOG TRAVEL CAREERS BUSINESS YOUTH & EDUCATION

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS, ENERGY & ENVIRONMENT ARMS CONTROL & INTERNATIONAL SECURITY CIVILIAN SECURITY & DEMOCRACY PUBLIC AFFAIRS

Office of Allowances

- Organization Chart

Per Diem Rates

- Excel Versions of Per Diem
- Foreign Per Diem Rates
- Other Per Diem Rates

Per Diem Rates

Current and Prior Year Rates

[Foreign Per Diem Rates by Location](#)

Foreign Per Diem Rates by Location



You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country:

CHINA

Go

Foreign Per Diem Rates In U.S. Dollars

Country: CHINA
Publication Date: 10/01/2015

Previous Rates: 10/01/2015

Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
CHINA	Beijing	01/01	12/31	258	119	377	View	03/01/2012
CHINA	Changchun	01/01	12/31	167	100	267	N/A	04/01/2013
CHINA	Chengdu	01/01	12/31	147	85	232	N/A	09/01/2015



10/01/XXXX for travel between October 1 and March 31 of the following year.



04/01/XXXX for travel between April 1 and September 30 of each year.



TRAVEL RECEIPT FORM

FOR MEALS:

- ◆ Enter # of Quarters
- ◆ Enter M & IE Rate
- ◆ Check box for meals provided
- ◆ If paying one day meal, M&IE rate and meal percentage is entered

ORDER OF SECTIONS:

- ◆ Meals & Incidentals
- ◆ Lodging
- ◆ Transportation
- ◆ Registration
- ◆ Miscellaneous

➡ *Rates are based on the location of business.*

➡ *If multiple business destinations, there could be multiple M & IE and lodging rates.*



TRAVEL RECEIPT FORM

REIMBURSABLE EXPENSES TO TRAVELER

[Link to Business Office Site for Per Diem Rates](#)

Quarter Information

Date	Depart Time	Arrive Time	Mile s	Destination/Hotel	# of QtrRate	M&I E Rate	Allwd Amt	Meals Provided	Meal Deduct Amt	Hotel Amt
								B L D		
16			0		0	\$0	\$0.00		\$0.00	\$0.00
16			0		0	\$0	\$0.00		\$0.00	\$0.00

NOTE: Change margins all to 0 when printing the Travel Receipt Form!!!

MEALS & INCIDENTAL EXPENSES

Meal Percentage Information

ALLOWED MEAL REIMBURSEMENT

\$0.00

MEALS PROVIDED DEDUCTION

(\$0.00)

Normal work schedule (if claiming one-day meal):

Time spent eating meal:

Breakfast Begin: End: Lunch Begin: End:
Dinner Begin: End:

Percent

Rate

Reimb Amount

One-Day Meal

0.00

\$0.00

\$0.00



EXAMPLE



REIMBURSABLE EXPENSES TO TRAVELER

Date	Depart Time	Arrive Time	Miles	Destination/Hotel	# of Qrts	M&IE Rate	Allwd Amt	Meals Provided			Meal Deduct Amt	Hotel Amt
								B	L	D		
01/13/16	07:00		0	Wichita,KS/Marriot	3	\$59	\$44.25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$22.12	\$0.00
01/14/16			0	Wichita,KS/Marriot	4	\$59	\$59.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
01/15/16		21:00	0	Hays,KS	4	\$59	\$59.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.65	\$0.00
TOTALS			0		11		\$162.25				\$42.78	\$0.00

MEALS & INCIDENTAL EXPENSES

Meal Percentage Information

ALLOWED MEAL REIMBURSEMENT

\$162.25

MEALS PROVIDED DEDUCTION

(\$42.78)

Normal work schedule (if claiming one-day meal):

Time spent eating meal:

Breakfast Begin: End: Lunch Begin: End: Dinner Begin: End:

	Percent	Rate	Reimb Amount
One-Day Meal	0.00	\$0.00	\$0.00

	Quantity	Rate	Reimb Amount
Student Meals Imprest Only	0	\$0.00	\$0.00

Total Meal amount from Travel Receipt Form Attachment (If applicable)	\$0.00
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Total Reimbursed Meals & Incidentals	\$0.00
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EXAMPLE



REIMBURSABLE EXPENSES TO TRAVELER

Date	Depart Time	Arrive Time	Miles	Destination/Hotel	# of Qrts	M&IE Rate	Allwd Amt	Meals Provided			Meal Deduct Amt	Hotel Amt
								B	L	D		
01/13/16	07:00		0	Topeka,KS	2	\$51	\$25.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$8.92	\$0.00
01/13/16		18:00	0	Overland Park, KS/Sheraton	1	\$64	\$16.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
01/14/16			0	Overland Park, KS/Sheraton	4	\$64	\$64.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$22.40	\$0.00
01/15/16		16:00	0	Hays,KS	3	\$64	\$48.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$7.20	\$0.00
TOTALS			0		11		\$162.25				\$42.78	\$0.00

MEALS & INCIDENTAL EXPENSES

Meal Percentage Information

ALLOWED MEAL REIMBURSEMENT

\$162.25

MEALS PROVIDED DEDUCTION

(\$42.78)

Normal work schedule (if claiming one-day meal):

Time spent eating meal:

Breakfast Begin: End: Lunch Begin: End: Dinner Begin: End:

	Percent	Rate	Reimb Amount
One-Day Meal	0.00	\$0.00	\$0.00

	Quantity	Rate	Reimb Amount
Student Meals Imprest Only	0	\$0.00	\$0.00

Total Meal amount from Travel Receipt Form Attachment (If applicable)	\$0.00
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Total Reimbursed Meals & Incidentals	\$0.00
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EXAMPLE

REIMBURSABLE EXPENSES TO TRAVELER

Date	Depart Time	Arrive Time	Miles	Destination/Hotel	# of Qtrs	M&IE Rate	Allwd Amt	Meals Provided			Meal Deduct Amt	Hotel Amt
								B	L	D		
01/13/16	16:00		0	Kansas City,MO/Comfort Inn	2	\$64	\$32.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
01/14/16	07:30		0	Kansas City,MO	1	\$64	\$16.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
01/14/16		09:00	0	Nashville,TN/Holiday Inn	3	\$59	\$44.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
01/15/16			0	Nashville,TN/Holiday Inn	4	\$59	\$59.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$29.50	\$0.00
01/16/16		19:00	0	Hays,KS	4	\$59	\$59.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$0.00
TOTALS			0		11		\$162.25				\$42.78	\$0.00

MEALS & INCIDENTAL EXPENSES

Meal Percentage Information

ALLOWED MEAL REIMBURSEMENT

\$162.25

MEALS PROVIDED DEDUCTION

(\$42.78)

Normal work schedule (if claiming one-day meal):

Time spent eating meal:

Breakfast Begin: End: Lunch Begin: End: Dinner Begin: End:

	Percent	Rate	Reimb Amount
One-Day Meal	<u>0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

	Quantity	Rate	Reimb Amount
Student Meals Imprest Only	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>

Total Meal amount from Travel Receipt Form Attachment (If applicable)	<u>\$0.00</u>
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Total Reimbursed Meals & Incidentals	<u>\$0.00</u>
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REMINDERS

- ☒ Look up rates PRIOR to making travel arrangements to make sure you are within limits.
- ☒ Travelers submit receipts in a timely manner to Administrative Assistant and administrative assistant submit timely to the Business Office.
- ☒ To find out if travel reimbursement has been processed, first check with travel submitter. They can check Lotus Notes Travel Receipt Form and IFAS PO status.
- ☒ All p-cards must be to the Business Office and processed before traveler can be reimbursed.
- ☒ Use p-cards whenever possible to reduce out of pocket expense.



RESOURCES

- ❑ Training materials and the updated FHSU Travel Handbook will be available on the Business Office webpage http://www.fhsu.edu/bus_off/travel/ beginning Friday, November 20.
- ❑ The Lotus Notes Travel Receipt Form that will be used for travel beginning January 1, 2016, will be available on Friday, November 20.
 - ❑ A travel event that crosses over the January 1, 2016 effective date for federal rates, will need to be split into two separate travel receipt forms, using the old and new. Only one PO is needed.
- ❑ If you already started a Lotus Notes Travel Receipt Form for travel that is for January 1, 2016 or later, it will need to be redone using the new form.





Accounts Payable

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