

Fort Hays State University
Travel Manual

Faculty traveling to China

TRAVEL MANUAL

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Official Travel Terminology

Official Travel is travel by any employee of Fort Hays State University (FHSU) in pursuit of a goal, obligation, function, or duty imposed upon or performed on behalf of FHSU.

Official domicile is the place where you maintain a permanent home.

Official station is the physical location faculty are contracted to teach at for FHSU.

Per Diem is a reimbursement based on the time and location of travel for meals, tips, bellmen, and similar costs associated with business travel.

P-card is the FHSU procurement card (credit card).

General requirements

All travel requests must be approved prior to making and/or changing travel arrangements. When traveling, university employees are required to follow strict regulations established by the State of Kansas. A handbook and personal assistance are available at the FHSU Business Office (<https://fhsu.edu/bus-off/>). Contact the business office at 785-628-5948 or apayable@fhsu.edu

Visas

A visa (tourist, work, etc.) may be processed no earlier than 30 days prior to the travel. The employee must verify that the passport has one or more “blank” visa pages (these pages have the word “Visa” at the top), and the passport will not expire while the employee is in China. FHSU will pay for the Visa processing expenses for employees.

Travel Procedures for the Academic Year

Travel to China

Once the partner university determines dates for the academic year or following OPD, the faculty member will travel to the partner school. New Hires will travel to Hays, KS for Orientation and Professional Development (OPD) prior to travel to partner university in China.

- See transportation section for travel details.

New hires for the academic year will be paid \$200 for expenses incurred for processing work visas and any added cost of re-locating to China. This amount is taxable.

Travelers shall provide themselves with sufficient personal funds for all anticipated expenses. Once the faculty member arrives at the destination, the faculty member is eligible to receive reimbursement for business-related expenses.

Return to Domicile Outside China

Upon arrival in China, the employee is eligible for a \$2,000 stipend to cover costs associated with a return trip to their home domicile at the end of the Spring semester. Final grades must be submitted for the stipend to be issued. Employees that establish their home domicile in China do not qualify for the additional pay. This amount is taxable.

Transportation:

Most economical or advantageous mode of transportation

In authorizing travel, the agency head or designee will approve the most economical or advantageous mode of travel and via the usually traveled route.

- The most economical mode of airline travel is generally tourist or economy class.
- The most economical mode of passenger train travel is generally first-class day coach.

Specific justification must be furnished with travel claim forms submitted for reimbursement of airfare or train fare when these classes are not used. If these classes are not available, a verifying statement from the travel agency, airline, or passenger train company must be furnished with the travel claim form. An agency head or designee should assign more than one traveler to a vehicle, whenever possible, in authorizing the use of a privately owned or state-owned conveyance.

Airfare

Before FHSU purchases a ticket, the traveler will receive a flight itinerary by email. The traveler must “**reply with history**” to the email with the following:

1. Approval of the flight itinerary
2. Confirmation that they will be teaching for FHSU for the academic year as a FHSU faculty even though a contract may not have yet been issued at the time of this confirmation.

Once FHSU receives the confirmation email, FHSU will book the most economical airline ticket for the employee to travel to their Chinese partner university. The employee’s travel MUST originate from FHSU or the employee’s declared official U.S. domicile (not temporary summer location) to the employee’s official work station in China at the beginning of the academic year. The U.S. city of departure is the location that provides the most economical travel. For example, travelers may be bused from Hays to Denver, Colorado, to originate the international flight. The city of departure is determined by FHSU when making travel arrangements.

Personal Airfare Booking Requirements

If approved, the traveler may purchase the airline ticket and request reimbursement; however, this requires additional documentation:

1. A quote and prior written approval from the department and/or international coordinator
2. If approved, an airfare quote before traveling for the most economical airline ticket with a direct travel route to the destination (FHSU or Chinese partner university), excluding personal time or personal destinations.
3. Airfare itinerary showing payment by personal credit card

Either the quoted or actual amount will be reimbursed, whichever is less.

The traveler must provide all of the required documentation to their department, including the itinerary showing the airfare cost and payment, to receive reimbursement for airfare.

If the traveler is approved by the department and/or international coordinator to take any personal time during the trip, they must personally pay for their airfare. To receive reimbursement, the faculty must provide the following documents to their department:

1. A quote of the direct trip at the time of booking
2. Airfare itinerary showing payment for actual flight by personal credit card

If the airfare cost, including personal time, is more than the direct flight cost, then the traveler will only be reimbursed for the business portion of the expense.

Airfare Changes/Cancellation

If the traveler needs to cancel the trip for business reasons, due to an emergency, or medical reasons, the airfare credit will be used on the traveler's next trip—if the airfare is refundable. If it is non-refundable, the value of the ticket is lost and cannot be used for another trip. If a trip is canceled for personal reasons, the traveler will reimburse those expenses already paid by FHSU. For example, if an airfare credit was obtained, and the traveler cannot use it for FHSU business, then the traveler must reimburse the full amount FHSU paid.

If a traveler wishes to change an airline ticket for reasons other than those listed above, prior approval must be obtained from the FHSU administration. The traveler must personally pay for all charges (change fees, cancellation fees, agent fees, etc., plus any fare increases). These expenses will not be reimbursed.

If the traveler reneges on their contract or decides not to take the position, the traveler must reimburse FHSU for any expenses incurred by FHSU.

Acceptable departure time for travel involving flights

The following guidelines should be followed when it is justified for the employee traveling on a departing flight to drive to the airport city the day before the flight, thus incurring a night's lodging and additional per diem.

- If it is possible for the employee to leave their official station by 7:00 a.m. and travel to the airport city, arriving 2 hours prior to the departure flight time for check-in, they must depart the day of the flight. No lodging or additional per diem will be allowed for departing prior to the day of the flight.

If the employee would have to depart their official station prior to 7:00 a.m. in order to make it to the airport city to meet the 2-hour check-in window, the employee is allowed to travel to the airport city the afternoon/evening prior to the day of flight departure. One night's lodging and extra per diem would be allowed.

Personal Vehicle

A traveler wishing to drive their personal vehicle to a destination outside their official domicile must request approval from their department and/or international coordinator prior to travel.

If travel originates out of the state of Kansas, the traveler must obtain an airfare quote for a cost comparison. The reimbursement requires the following documentation:

- Airfare quote
- Actual mileage (start and end destination) of trip. See below for mileage calculation.

Mileage calculation

- KDOT mileage must be used for travel originating in Kansas (http://www.ksdot.org/burtransplan/dist_chrt.cgi)
- Use the Mapquest website (<http://www.mapquest.com/directions/>) for all other travel.

The traveler will receive reimbursement for either the actual mileage times per-mile rate or the quoted airfare amount, whichever is less.

Mileage calculation when residing outside the official station

When a traveler begins a trip from a domicile located in an area other than the city designated as the traveler's official station, the traveler may be reimbursed for mileage between the traveler's domicile and destination or the traveler's official station and destination, whichever is less. If the traveler returns directly to a domicile from the last point of official business, the traveler may be reimbursed for mileage from that point to the traveler's domicile or that point to the traveler's official station, whichever is less.

If a traveler needs a rental car, the rental car will need to be reserved by the department on behalf of the traveler to comply with the State of Kansas contractual agreement. See Rental Vehicle section.

Lodging en route cannot be reimbursed, and subsistence (meals) will only be reimbursed as if they are flying per the airfare quote.

Rental Vehicle

Rental vehicles in the State of Kansas to comply with the Kansas/FHSU has a mandatory vehicle rental contract with Hertz Corporation. The contract only applies to those travelers who live in the proximity of a Hertz rental agency. A Crash Damage Waiver (C.D.W.) and Loss Damage Waiver (L.D.W.) coverage is provided by Hertz through the state contract. The traveler must be a State employee, be 18 years of age or older, and present a valid driver's license. The department will use a P-card to reserve and pay for the rental. If personal travel is included, the traveler should contact their department for guidance.

For vehicles rented outside the State of Kansas, travelers should secure the most economical vehicle rental. Travelers will pay personally for the rental car and receive reimbursement on the travel receipt form with the official itemized rental receipt. A Crash Damage Waiver (C.D.W.) is a reimbursable expense. Personal Accident insurance (P.A.I.), Personal Effects Insurance (P.E.I.), and other supplemental liability are considered personal expenses and are not reimbursable. All rental cars are to be returned with a full tank of gas. The traveler personally pays for the fuel and can receive reimbursement for gas purchases.

Contact the academic department for guidance if personal travel is included. As certain costs may not be eligible for reimbursement.

Public Transportation Services

An agency head or designee may authorize travel by transportation available to the general public, such as commercial air flights, passenger trains, buses, etc. if the transportation mode is the most economical and advantageous to the state.

Travel Expenses/Reimbursement

Steps for the reimbursement process:

1. The traveler should submit all original receipts and a cover sheet itemizing expenses to the academic department upon reaching the final destination.
 - a. Original receipts are required for all expenditures (excluding meal receipts since travelers are paid per-diem)
 - b. Receipts must be submitted within 90 days of travel in order to receive reimbursement.
 - c. If the traveler could not obtain a receipt from the vendor and would still like to be reimbursed for the expense, provide the reason for the missing receipt.
 - d. See Ijdof section for a list of reimbursable and non-reimbursable expenses.
2. The traveler will receive an email requesting approval of an attached Travel Reimbursement Form. Until the form is approved, payment cannot be made.
3. Reimbursement typically takes 30 days from the time of submission of receipts till completion of the trip.
 - a. Reimbursements will be electronically deposited into your banking account.
 - b. Electronic deposit authorization forms should be completed and submitted to the department prior to departure to China.

Once the traveler has been reimbursed, additional receipts for that trip cannot be submitted. Payment will be made by electronic deposit to the financial institution designated by the traveler as provided on their Authorization for Electronic Deposit of Vendor Form. Payment cannot be made through wire transfer.

Foreign currency conversion

When a traveler incurs expenses in a foreign currency, each expense will be converted to United States dollars (USD). The following methods are acceptable:

- A. Credit card statement: If the expenses are charged, the credit card company will convert them to USD.

- B. Conversion of charges via the internet for the dates of travel. The conversion web site is:
<http://www.oanda.com/convert/classic> - this site allows for built-in exchange fees and specific dates.

Reimbursable Expenses

The following categories of expenses, if incurred in compliance with the current FHSU policy, may be submitted for reimbursement.

Meals

Meals are reimbursed for employees by meal allowance with the amount being determined by the destination. Any provided meals are reduced from the reimbursed amount. This includes meals provided by the lodging or meeting and those provided in flight. Provided continental breakfasts will be reduced. The meals are reduced by established rate set by the State of Kansas which is determined by the destination.

Meal allowances on the day of departure and on the day in which the traveler returns to the official station or domicile are reimbursed in quarters. Unless a reduction is made for provided meals, in accordance with K.A.R. 1-16-18, travelers are reimbursed for all three meals on days in overnight travel status between the departure and returning days. The same day meal allowance policy, in accordance with K.A.R. 1-16-18(c)(3), remains unchanged.

Subsistence reimbursement is reduced in the following instances:

- A. An agency may pay no subsistence or a reduced subsistence amount to a traveler if the agency is not requiring the traveler to undertake the travel and if the traveler is informed of the reduced subsistence amount in advance.
- B. An agency shall reduce the meal allowance paid to a traveler if the cost of meals is included in the cost of a registration fee or other fees or charges paid by the agency for the traveler.
- C. An agency may pay no subsistence to a traveler if both meals and lodging will be provided at no cost to the traveler.

Lodging

Lodging expense reimbursement is limited to the state's pre-established rates per location. The traveler may be reimbursed the lodging establishment's lowest available rate for normal single occupancy within the state rates. Taxes are reimbursable and are not considered when applying the maximum lodging limit to the traveler's lodging rate.

Itemized receipts for lodging are required. Receipts must show the rate, miscellaneous costs, etc., and that payment has been made (zero balance due). Credit card slips do not qualify as a lodging receipt. If the traveler pays the lodging via the internet, the traveler will need to print this information from the internet and this will be the receipt. Lodging establishments will probably not provide a receipt for internet booking(s). If lodging receipt shows two or more people in room, only the single room rate plus tax will be reimbursed. Traveler must obtain documentation showing the single room rate for the lodging establishment.

Airfare & Personal Airfare Booking

See [Transportation](#) section above.

Personal Vehicle

See [Personal Vehicle](#) section above.

Rental Vehicle

See [Rental Vehicle](#) section above.

Public Transportation Service

See [Public Transportation Services](#) section above.

Parking Fees

- Fees incurred for parking during travel to and from the official station or domicile to the airport or other terminal.
- Airport parking will be prorated and only be reimbursable for the business portion of the trip.

Baggage

Charges for baggage in excess of the weight or size carried free by transportation companies are reimbursable if such excess baggage is used for official business. Specific justification must be submitted with the travel claim form for excess and overweight baggage.

A maximum of \$350 for excess/overweight luggage will be reimbursed to a FHSU employee per flight to China. Any charges exceeding \$350 will NOT be reimbursed. FHSU employees are encouraged to ship FHSU-related materials to their Chinese partner school prior to travel. Baggage limits vary with airlines. The FHSU employee should consult the airline carrier website for restrictions.

Moving expenses

Expenses incurred as a result of changing official stations are not reimbursable. Moving expenses will not be reimbursed.

Shipping

Employees traveling to China can work with their FHSU department to have the department ship any necessary teaching supplies to China for the employee. FHSU will not pay for employees personal effects to be shipped to China. Employees that incur baggage charges while traveling to China will be limited to the reimbursement amount stated under the baggage section of this policy.

Employees returning to the U.S. at the end of the Spring semester can ship teaching supplies directly to their FHSU department and be reimbursed up to \$350 for the shipping charges. This shipment cannot contain any personal effects. All other return costs associated with the return trip are covered by the \$2,000 additional pay provided to the employee in their paycheck. No other costs associated with the return trip will be paid by FHSU.

COVID Tests

Any COVID tests for international travel will need to be purchased personally and then submitted to personal health insurance. FHSU will need documentation that the expense was submitted to insurance. If the test is not fully covered by health insurance, the traveler can submit the remaining balance for personal reimbursement with documentation of the denial claim.

Miscellaneous charges

Miscellaneous charges should be paid personally and be reimbursed after the trip.

- Local transportation expenses such as city bus and taxicab fares
- Toll fees (toll roads and toll bridges)
- Parking Fees
- Faxes or phone calls for official state business
- Photocopies for official business
- Internet access fees

Non-Reimbursable Expenses

- Taxi fees to eating establishments are considered by the state to be a personal expense and are not reimbursable.
- Expenses such as doctor's evaluations, medical tests, passport expenses, etc., are not reimbursable.

Non-FHSU travelers

No funds of FHSU or the State of Kansas will be used to pay travel costs for non-FHSU travelers. Any increased cost to FHSU or the State of Kansas resulting from the presence of a non-FHSU traveler during travel must be paid directly by the non-FHSU traveler. All travel arrangements for non-FHSU travelers will be made by the traveler and no FHSU resources will be used to arrange any part of the travel. This will include airfare, visas, lodging, and meals.

FHSU employees and non-FHSU travelers should not seek the assistance of hosts, including but not limited to, conference sponsors and organizers and international partner institutions, with any travel arrangements. International partner institutions will be informed by FHSU not to assist non-FHSU travelers or FHSU employees in arranging excursions or other such related trips. FHSU employees engaged in official travel shall not invite non-FHSU employees to attend functions, including but not limited to dinners, banquets, receptions, etc., arranged as part of the event for which the employee is attending, unless the event organizer specifically allows non-FHSU employees to attend, and so long as any increase cost due to the non-FHSU employee attendance is paid for by the FHSU employee or non-FHSU employee.

FHSU cannot and does not guarantee the safety of participants, and will not be responsible for any harm or injury resulting to or caused by non-FHSU employees engaged in official travel. The liability of FHSU for actions of employees is governed by the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*) and other laws, rules and regulations. Nothing in this policy shall be construed as allowing or creating any inference or perception that a non-FHSU employee engaged in official travel is a FHSU employee or other duly authorized representative of the University, or that any non-FHSU employee is authorized to represent or act on the behalf of FHSU in any circumstance.