

Fort Hays State University (FHSU) Travel Manual for Cross-Border Faculty

Note: This handbook provides travel guidance for cross-border faculty traveling to FHSU's International Partner Schools and **does not replace the official FHSU Travel Manual.**

Some expenses may not be reimbursable.

For details on eligible expenses and guidance, visit the [FHSU Business Office website](#).

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Terminology

- **Official Travel** – Travel by any FHSU employee in pursuit university duties. of a goal, obligation, function, or duty imposed upon or performed on behalf of FHSU.
- **Workday Domicile** – The **primary address** in Workday; must be a U.S. address for employment, tax, and payroll purposes.
- **Home Domicile** – The location you identify as **home base for travel purposes**.
- **Official station** is the physical location where faculty are contracted to teach FHSU courses.
- **Per Diem** – A reimbursement based on the time and location of travel for meals, tips, and other incidental costs associated with business travel.
- **P-card** is the FHSU procurement card (credit card).

Overview

All travelers are responsible for obtaining the necessary visas, travel authorizations, and supporting documents required by the destination country. Travel and reimbursement must follow FHSU travel policies and the regulations established by the State of Kansas. **Travelers should review the sections below for guidance on booking procedures, reimbursement, and allowable expenses most applicable to cross-border faculty.**

Departmental administrative assistants and Global Affairs & International Student Services (GAISS) staff serve as your primary points of contact throughout the travel process. They can answer questions, provide guidance, and support you from travel pre-approval through submission of reimbursement documentation to ensure compliance with university policies and timely reimbursement.

Pre-Travel Requirements

All travel and expenses **must be approved by FHSU before booking**. This ensures all required documentation for reimbursement is in place and helps prevent delays or higher out-of-pocket costs.

All travelers are responsible for:

- Communicating intended travel dates to GAISS **before** booking
- Obtaining all necessary visas, travel authorizations, and supporting documents
- Coordinating with GAISS or departmental administrative staff for flights, transportation, and logistics
- Completing the **FHSU Travel Registry** prior to departure

Travel Registry

The Travel Registry ensures that international travel is properly documented, approved, and aligned with institutional and KBOR requirements. It also supports risk management and emergency assistance.

Faculty will receive an email prompting them to complete the registry before travel. Completion of the registry is required as part of the travel process and is necessary to be eligible for reimbursement.

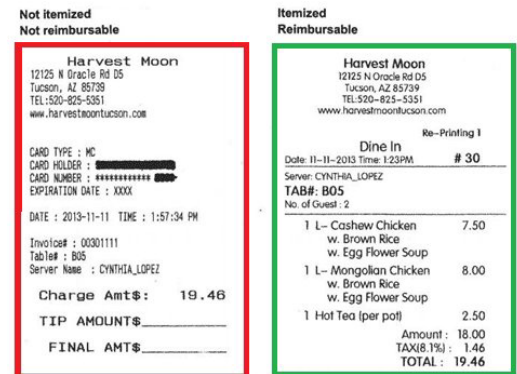
Travel for Academic Year

- **New Hires** are required to travel to Hays, KS for FHSU's Professional Development Week (PDW) **before** traveling to the partner university. GAISS will assist new hires in arranging transportation to PDW and to China.
- **Returning Faculty** may attend PDW in Hays, KS or directly travel to the partner university before the academic year begins.

Reimbursement Process

Documentation Requirements

- **Itemized receipts** must show the line item, cost, any miscellaneous charges, and proof of payment (zero balance). Credit card slips alone are not sufficient.
 - Meal Exception: Receipts are **not required** for meals as, per diem is provided.
- **Foreign currency receipts** must be converted to USD. This can be done by providing the amount shown on the credit card statement/transaction, or the departmental administrative assistant can perform the conversion using OANDA.com.
- **Quotes or justification** may be required for certain expenses, such as airfare.
- See sections below for specifications on eligible expenses.



Receipt Submission

- Submit all receipts and documentation electronically to the departmental administrative assistant **upon reaching the final destination**.
- Receipts and documentation should be submitted **within 90 days** of travel.

Approval & Processing

- The Travel Receipt Form must be approved by the traveler, all others in the approval chain, and undergo a Business Office audit. Travelers will receive an email notification once the department administrative assistant completes the form and initiates the approval process.
- Reimbursement processing typically **takes 30 days** after all required documentation has been submitted and approved.
- Funds are deposited electronically into the banking account designated in Workday.
- **Important:** Once reimbursement has been issued for a trip, additional receipts for that trip cannot be submitted.

End of Academic Year Stipend

Upon arrival at the partner school, cross-border faculty are eligible for a **\$3,000 stipend** intended to cover return flights and other expenses related to traveling back to their home domicile at the end of the Spring semester, **excluding the shipping of teaching materials** (see the Shipping section below for details).

- Final grades must be submitted for the stipend to be issued.
- Employees who establish their home domicile in China are not eligible for the stipend.
- The stipend is taxable.
- No additional reimbursement for end-of-academic-year travel needs will be provided.

Eligible Expenses for Reimbursement

Meals

Travelers receive a **per diem** for meals based on travel start and end dates, times, and destination. They simply indicate which meals were provided during travel; if a meal is provided (lodging, meeting, registration, or flight), the per diem for that day will be reduced. **No receipts are required** for per diem meals.

Exceptions:

- An **itemized receipt is required** only for a meal with a business purpose attended by multiple travelers (does not include individual meals).

Lodging

Lodging reimbursement is limited to the state's single-occupancy rate for the location; any costs above this rate are not eligible for reimbursement. *To help ensure compliance with rate limits and documentation requirements, it is recommended to book directly with the lodging establishment rather than through a travel site.*

Transportation

FHSU will only reimburse the most economical route for travel, such as economy airfare, trains, or buses. Any upgrades (e.g., first class) are considered personal expenses and will not be reimbursed.

Airfare Guidelines

Airfare reimbursement will not be allowed when employees use airline miles to pay for the flight.

Specific justification and documentation (quotes) for reimbursement are required for the following scenarios:

- **Non-economical class used or most economical class unavailable:** If a class other than tourist or economy is used, or if the most economical class is unavailable, faculty must provide:
 - A written justification explaining why a higher class was necessary or a verifying statement from the travel agency or airline confirming the unavailability of the most economical class.
 - A quote for the most economical class obtained at the time of booking travel.
 - Reimbursement will be for the lesser of the quoted or actual travel expense.
- **Travel not originating from FHSU or designated domicile:** If travel originates from a location other than FHSU or the faculty member's official U.S. domicile (or designated home domicile), faculty must provide:
 - A quote for the most economical airfare from the official domicile to the partner university, obtained at the time of booking.
 - Reimbursement will be for the lesser of the quoted or actual travel expense.
- **Personal time included in travel:** If personal time is included during the trip, faculty must provide:
 - A quote for the most economical airline ticket in economy class for the travel dates required for the business portion of the trip (direct route to FHSU or the partner university), obtained at the time of booking travel.
 - An airfare itinerary showing payment for the actual flight.
 - Reimbursement will be for the lesser of the quoted or actual travel expense.

Airfare Changes/Cancellation

- **Cancellations for business, emergency, or medical reasons:**
 - Any refundable airfare credit will be applied to the faculty member's next trip.
 - Non-refundable tickets cannot be used for another trip, and their value is lost.
- **Cancellations for personal reasons:**
 - The faculty member must reimburse FHSU for any expenses already paid (e.g., the full amount of an airfare credit if it cannot be used for FHSU business).
- **Changes to an airline ticket for reasons other than business, emergency, or medical:**
 - Prior approval from FHSU administration is required.
 - Faculty must personally pay all associated charges (e.g., change fees, cancellation fees, agent fees, fare increases), and these expenses will not be reimbursed.
- **Reneging on contract or declining position:**
 - If a faculty member reneges on their contract or decides not to take the position, they must reimburse FHSU for any expenses incurred.

Acceptable departure time for travel involving flights

If departure from the official station/home domicile allows leaving by 7:00 a.m. and arriving at the airport two hours before the flight, travel must occur the same day with no lodging or extra per diem. If not, travel to the airport city may occur the afternoon or evening before the flight, allowing one night's lodging and per diem.

Rental and Personal Vehicle

Ensure use is the most economical option (less expensive than airfare).

- **Personal Vehicle:** For reimbursement, provide starting and ending addresses for mileage. **Lodging en route is not reimbursable, and meals are reimbursed only as if traveling by air. If a family member drops the faculty member at the airport, roundtrip mileage may be reimbursed.**
- **Rental Vehicle:** Employees needing a rental vehicle for university-related travel must notify their department or GAISS before making arrangements.

Other Eligible Expenses

Visa Fees

GAISS supports cross-border faculty in securing the appropriate visa for teaching at the partner university. See Visa Handbook for more information about expenses eligible for reimbursement.

Baggage

- Charges for baggage exceeding the free weight or size allowance are reimbursable **only for official business materials**. Specific justification must be included with the travel receipt form.
- Maximum reimbursement: **\$350 per flight** to the partner destination. Charges above this amount will not be reimbursed.
- FHSU encourages employees to ship materials in advance when possible. If items must be carried, documentation explaining why may be required.
- Check airline baggage limits in advance, as they vary by carrier.

Shipping

- Employees may work with their FHSU department to ship **necessary teaching supplies at the beginning and end of the year up to \$350**. Shipping for personal items are **not reimbursable**.
- Returning to the U.S. at the end of the Spring semester:
 - Teaching supplies may be shipped directly to the department with reimbursement up to **\$350**.
 - Personal effects cannot be included.

Non-Reimbursable Expenses

- Taxi fees to restaurants are considered personal expenses and are not reimbursable.
- Expenses such as doctor's evaluations, medical tests, passport fees, and similar personal costs are not reimbursable.
- Expenses related to moving or changing official stations are not reimbursable.

Non-FHSU travelers

No funds of FHSU or the State of Kansas will be used to pay travel costs for spouses, dependents or other 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.