2016 Travel Reimbursement Procedures

The following policies, instructions and guidelines are presented to promote efficiency in processing travel reimbursements.

NOTE: A Travel Number will be assigned after a Travel Authorization has been created in TEM. Please give this number to the travel agent when booking your reservations (if you have funding and Foundation is NOT reimbursing your travel).

I. REQUEST FOR OUT OF STATE TRAVEL
   a. All state employees must have a travel authorization prior to the date of travel and ordering of airline tickets. Paperwork must be received in the Office of Financial Operations at least two weeks prior to trip departure date for processing and ordering of tickets. A Travel Authorization must be approved in TEM at least two weeks prior to trip departure date.

II. RESERVATIONS – AIRLINE/HOTEL/CAR RENTALS
   a. Reservations can be made by using the Sunflower Travel Agency for booking flights, out of state hotel or car rentals. It is suggested that the Sunflower Travel Agency be used. However, if you make reservations using your choice of online services you must: 1) obtain two separate quotes, 2) the lowest price ticket must be selected, and 3) the two quotes must be submitted with your receipts when requesting reimbursements.
   b. Important information regarding Airline’s Early Bird Check-In Fee
      i. Please be advised that for any airfare booked after 10/15/2013 on any Airlines, WSU Travel will be unable to reimburse travelers who choose to use the Early Bird Check-In Option. This option charges the traveler $12.50 per trip for the ability to board the aircraft ahead of those who do not purchase the Early Bird Option. The State of Kansas audit group has reviewed the early boarding fee and deemed it to be discretionary and therefore is a personal, non-reimbursable expense. The only exception to this would be if the traveler has a health situation requiring special seating. In these circumstances, the traveler must explain their situation, in advance and in detail, on the travel authorization form, which is then signed and approved by the Vice President, so the fee can be paid.
   c. EXCEPTIONS: When the hotel is a conference hotel, reservations may be made by the traveler. Reservations for conference hotels need to be indicated on the “Comments” section in the Travel Reimbursement.

III. TRAVEL REIMBURSEMENT
   a. Within 5 days of completion of a trip, a Travel Reimbursement must be created in TEM in order to obtain reimbursement for travel.
      i. You must submit a receipt for payment of registration fees, zero balanced/Proof of payment itemized hotel expense receipts, parking and turnpike fees, the itinerary from your airline ticket, airfare quotes if applicable, conference agenda, proof of conference hotel, rental car receipt, gas receipts, etc. Canceled checks and charge card slips are not acceptable as a receipt. Completed Travel Reimbursement must be approved by your department budget officer.
      ii. In-state travel expenses should be turned in monthly. When claiming expenses for use of private automobile for in-state driving, mileage for area driving must be documented from point-to-point as well as destination and purpose. No mileage will be allowed for personal business such as travel to restaurants, etc. In addition to mileage, you may be reimbursed for parking and turnpike fees. You must submit receipts for parking and turnpike fees.
      iii. Vehicle Mileage Rate for FY2016 is $0.54 per mile (January 1, 2016 – June 30, 2016).
      iv. You must have Direct Deposit set up to receive your reimbursements for travel. For more information on this please contact Financial Operations at 978-3070.

IV. PER DIEM – MEALS/INCIDENTALS AND LODGING:
   a. The State of Kansas, as authorized by K.S.A. 75-3207a, has changed the method used to set subsistence rates for agency travel.
      i. Subsistence Rates (Daily Per Diem) for the State of Kansas shall consist of:
         • Meals and Incidents Expense (M&IE) rate –
            • Meals – the cost of the meals, taxes and tips
            • Incidents Expense – all fees and tips to hotel porters, bellhops, doormen, and maids

Revised 1/5/2016 – FY 2016 Information
Lodging Maximum allowed

ii. Daily Per Diem and lodging will be determined SOLEY by the use of the CONUS – U.S. General Services Administration defined rates found at: http://www.gsa.gov/portal/content/104877

iii. Per Diem and lodging rates are adjusted bi-annually

iv. OCONUS – is the site for subsistence rates to be used OUTSIDE of the contiguous US (Alaska, Hawaii location). The link for OCONUS is http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

v. International travel will be handled as followed:
   - For International travel, the allowance for paying ACTUAL meal expense with receipts is discontinued.
   - Lodging expense will be paid based on the ACTUAL amount spent.
   - Daily per diem will be determined by the U.S. Department of State for international travel. The link for these rates is: http://aoprals.state.gov/web920/per_diem.asp. Please attach a screenshot of the per diem rates from this site.

vi. Meal reimbursement per diem will be made based on quarter days and the total daily per diem will be divided equally between the quarters.

vii. Meal reimbursement per diem will be provided for the quarter a traveler leaves and returns (in addition to all quarters in travel status).

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Quarter Day</th>
<th>Day of Departure</th>
<th>Day of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 A.M. – 5:59 A.M.</td>
<td>Quarter 1</td>
<td>100%</td>
<td>25%</td>
</tr>
<tr>
<td>6:00 A.M. – 11:59 A.M.</td>
<td>Quarter 2</td>
<td>75%</td>
<td>50%</td>
</tr>
<tr>
<td>12:00 P.M. – 5:59 P.M.</td>
<td>Quarter 3</td>
<td>50%</td>
<td>75%</td>
</tr>
<tr>
<td>6:00 P.M. – 11:59 P.M.</td>
<td>Quarter 4</td>
<td>25%</td>
<td>100%</td>
</tr>
</tbody>
</table>

NOTE: The TEM system will do these calculations for you when entering travel information.

If any meals are included in a registration fee, please inform your delegate the number and which meals are included.

*Actual conference lodging may be paid without limit

I. If the traveler uses a credit card and the credit card statement shows the foreign exchange conversion to USD, the amount shown on the statement will be used for reimbursement purposes.

II. If the traveler’s personal credit card charges a Foreign Exchange Rate Fee, this amount can be included on the request for reimbursement as a separate line item.

III. If the traveler does not use a credit card, the foreign exchange conversion should be completed using the website http://www.oanda.com and included on the travel reimbursement request. You must use the date after the purchase was made when calculating the exchange amount.

Assistance and Information – Please Call Financial Operations 316-978-3070 (Fax 978-3738)
Sunflower Travel – Laurie – 733-2753 (8:00 – 5:00); Email – lolleary@sunflowertravel.com