Travel Information Sheet

Obtain a Travel Authorization Number (TA) when:

- Travel is out-of-state and/or international
- Travel arrangements processed by Sunflower Travel – Final approval required prior to booking airfare or rental cars.

*Travel Authorization Requests should be submitted at least 10 business days prior to the travel event.*

Required Travel Documents:

- Conference Registration Itinerary and/or Receipt
- Airline Ticket including administration charge and/or booked itinerary from Internet, and baggage receipts
- Program Flyer/Agenda, Schedule of Events or Invitation to Present
- Lodging receipt
- Vehicle rental receipt

Travel Arrangements can be processed by:

- Department card
- Personal funds
- Sunflower Travel

Transportation:

Travel arrangements for official state business should be booked based on the most economical or advantageous mode of travel.

Airfare:

- It is suggested that Sunflower Travel Agency be used to book flights but not a requirement.
- Employees may also be reimbursed for transportation expenses and parking fees incurred for travel to and from the official station or domicile to the airport or other terminal (whichever is the shorter distance).
- When deciding to drive your personal vehicle rather than fly:
  a. The cost comparison will including a written airfare quote (this can be printed from an internet site and include 2 different airlines) should be submitted with the travel expense report.
  b. This comparison should be made based on the most economical airfare rates available on the date the out-of-state travel request is approved.
  c. The traveler can be reimbursed for either the cost of flying (Airfare in Lieu of Mileage) or mileage, whichever is less.

Cancellations of Flight:

If the traveler purchased the ticket with personal funds, the traveler should be reimbursed for the ticket as part of the reimbursement for allowable travel expenses incurred. The employee’s travel expense report should claim reimbursement for the purchase of the ticket and supporting documentation of the ticket. Agency efforts to obtain a refund of the unused portion of the ticket should be part of the documentation of the travel expense report.

Rental Vehicle:

- Hertz offers the option to pick-up a vehicle with advance notification at no additional charge. Details can be found on the Purchasing website in the contract “Vehicle Rental Service.” Contact the Hertz directly to make specific arrangements (even if Sunflower Travel has made the reservation).
  [http://webs.wichita.edu/?u=purchasing&p=/purchasing supplier contracts](http://webs.wichita.edu/?u=purchasing&p=/purchasing_supplier_contracts)
- When using the University Visa account to rent a vehicle, insurance coverage for LDW/CDW is included. However, the traveler may select to accept LDW/CDW coverage with the rental agency which is a reimbursable charge. Personal accident insurance (PAI), personal effects insurance (PEI), and other supplemental liability insurance are considered personal expenses and not reimbursable.
- Passenger Van (12 or 15), truck and cargo van requires the traveler to accept LDW/CDW coverage.
- When using a personal credit card to reserve a vehicle, the traveler should accept LDW/CDW coverage.

Private Owned Vehicle:

- Mileage reimbursement rates are considered to cover all costs associated with the use of the privately owned conveyance.
- When deciding to drive your personal vehicle rather than fly:
  a. The cost comparison will including a written airfare quote (this can be printed from an internet site and include 2 different airlines) should be submitted with the travel expense report.
b. This comparison should be made based on the most economical airfare rates available on the date the out-of-state travel request is approved.

c. The traveler can be reimbursed for either the cost of flying (Airfare in Lieu of Mileage) or mileage, whichever is less.

If an accident occurs involving a privately owned or state-owned or leased motor vehicle being used for official state business, the following web site provides detailed information required regarding the actions required by the vehicle operator: http://www.admin.ks.gov/offices/ofpm/state-agency-vehicle-usage

Lodging:
- Only lodging (lowest available rate for normal single occupancy) and appropriate taxes (no sales tax within the State of Kansas) should be paid directly to the lodging establishment. Tax Exempt Form can be obtained through the Travel Department. The total amount for lodging and tips may not exceed the established lodging expense limitations determine by the State of Kansas.
  - International Actual
  - Conference Lodging Actual

Exception for costs in excess of the State allowable daily rate must be approved by the appropriate VP prior to traveling and an e-mail stating approval must be submitted as an attachment to the Travel department.
- Lodging for one night may be prepaid
- An employee is not allowed to pay lodging expense for other employee. If employees share lodging accommodations, one employee may be reimbursed for the entire room charge.
- Receipts provided to employees using express checkout are also acceptable provided that the dates of lodging, the daily room rate, and the total lodging charges are in agreement.

Meals:
- Employees may be reimbursed for meal expense while in travel status on a per diem basis. Actual costs are not reimbursed. The allowed meals are based on the time in which the employee is in travel status.
- When travel requires official state business in both a city designated as a high-cost geographic area or for international travel, rates are adjusted accordingly.
- An agency shall reduce the meal allowance by the amount shown below for each meal provided to an employee if the cost of meals is included in the cost of a registration fee or other fees or charges paid by the agency or supplied without cost by another party. This includes complimentary breakfasts offered to employees at lodging establishments, excluding light continental breakfasts.
- The agency head or designee may authorize reimbursement to employees for one meal per day in the following circumstances when lodging expense is not incurred: (1) the employee is required to travel on official state business and the employee’s workday, including travel time, is extended three hours or more beyond the employee’s regularly scheduled work day; or (2) the employee is required to attend a conference or a meeting as an official guest or participant and a meal is served during the required attendance time. A meal cannot be reimbursed if the place at which the official business is conducted is within 30 miles of the employee’s official station or if a meal is provided at no cost to the employee.

Miscellaneous:
- Receipts are not required for taxis, unattended tollbooths or unattended parking meters.
- Personal Expenses are not reimbursable.
- Employees are not authorized to pay travel expenses of other employees. However, if employees share travel accommodations, one employee may claim the entire expense.

Detailed information all travel policies can be found at the State of KS website for Employee Travel Expense Reimbursement Handbook at http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees. For specific questions, or for further verification of particular travel policies set forth in this handbook, please contact your agency fiscal section.

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