



## WSU POLICY APPROVAL COVER PAGE

<b>DATE POLICY REQUEST TO PET:</b>	[INSERT DATE]		
<b>IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?</b>	<b>NEW</b>	<input type="checkbox"/>	<b>EXISTING</b> <input checked="" type="checkbox"/>
<b>CURRENT POLICY TITLE:</b>	13.20 / Out-of-State Travel		
<b>REVISED POLICY TITLE:</b>	13.20 / Out-of-State and International Travel		
<b>LAST REVISED DATE OF POLICY:</b>	August 8, 2019		
<b>INITIATING AUTHORITY:</b>	The Division of Finance and Administration		
<b>SUMMARY OF POLICY OR POLICY CHANGE:</b>			
<p>This policy has been revised to address international travel in addition to out-of-state travel and to conform with the standard format for WSU policies. In addition, because the travel procedures are quite detailed, lengthy, and frequently require changes, the procedures have been removed from the policy and replaced with a link to the recently updated WSU Travel Handbook.</p>			
<b>REASON OR NEED FOR POLICY / SUMMARY OF CHANGES MADE TO EXISTING POLICY:</b>			
<p>KBOR has revised its policy on travel, requiring Universities to develop policies that specifically address international travel. This policy has been revised to comply with this requirement.</p>			
<b>APPLICABLE LAWS OR REGULATORY OR POLICY AUTHORITY:</b>			
<p><a href="#">KBOR Policy Manual, II. D.23. TRAVEL</a>  <a href="#">Kansas Department of Administration, State Employees Travel Center</a>  <a href="#">Wichita State University Travel Webpage</a>  <a href="#">Wichita State University Travel Handbook</a>  <a href="#">Travel Process Webpage</a></p>			
<b>OTHER RELEVANT WSU POLICIES:</b>			
<p><a href="#">WSU Policy 13.02 / Border City</a>  <a href="#">WSU Policy 13.11 / Private Vehicle Reimbursement</a>  <a href="#">WSU Policy 20.19 / Driving State Vehicles</a></p>			
<b>THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:</b>			
	Office of the General Counsel – Stacia Boden and Misha Jacob-Warren		
	InfoSec – Mark Rodee		
	ITS – Ken Harmon		

	Export Control – Jim Elliott
	Finance/Travel – Troy Bruun and Kristie Courtney
	International Education – Vince Altum
	Human Resources – Vicki Whisenhant and Rebecca Reiling
	Faculty Senate – Jolynn Dowling (shared)
	Staff Senate – Kennedy Rogers (shared)
<b>OTHER NOTES FOR CONSIDERATION:</b>	
<p>This revised policy contains references to Policy 3.52 / Flexible Work Arrangements, Including Remote Work. Policy 3.52 is not a current policy, but instead is a new policy that is currently being drafted. The two policies address related subject matter. Although Policy 3.52 is still under construction, we are moving forward with a request for PET approval of the revisions to Policy 13.20 in order to comply with KBOR’s requirement to develop a policy on international travel. We anticipate requesting approval of Policy 3.52 in April 2024.</p>	
<b>OWNER OF POLICY REQUEST FOR QUESTIONS:</b>	General Counsel Office – Misha Jacob-Warren

## 13.20 / OUT-OF-STATE AND INTERNATIONAL TRAVEL

### I. INITIATING AUTHORITY

- A. The Division of Finance and Administration serves as the initiating authority for this policy.

### II. PURPOSE

- A. The purpose of this policy is to set forth the requirements for University-Affiliated Out-of-State and/or International Travel by University Employees.

### III. POLICY

#### A. Out-Of-State Travel

1. All Out-of-State Travel must comply with the [Wichita State University Travel Handbook](#).
2. To the extent that Out-of-State Travel involves a remote work arrangement, such arrangement must also comply with the requirements of Policy 3.52 / Flexible Work Arrangements, Including Remote Work [LINK].

#### B. International Travel

1. All International Travel must comply with the [Wichita State University Travel Handbook](#).
2. The University will review all requests for International Travel on a case-by-case basis, taking into consideration security risks, legal and compliance requirements, and travel advisories posted on the [U.S. Department of State and Centers for Disease Control website](#). High-Risk International Travel will require the approval of the travelling Employee's respective Vice President, after consultation with all relevant travel stakeholders. High-Risk Travel will only be approved in extraordinary circumstances and will require the traveling Employee to sign appropriate University waivers.
3. In the event that a situation arises after University approvals have been obtained, such that the safety or security of persons or property are at issue (such as war, embargo, terrorist threats, etc.) the University may, in its sole discretion, take the following actions:
  - a. Revoke or suspend approval of International Travel, including requiring the Employee to return to the United States mid-trip; and/or

- b. Revoke or suspend access to any University asset, equipment, data, information, records, network, software, server, or other services, including University operated cloud services.
4. Requests to take International Travel for 22 consecutive days or more are considered remote work, and must be approved in accordance with Policy 3.52 / Flexible Work Arrangements, Including Remote Work [LINK]. International remote work arrangements are only approved in extraordinary circumstances in light of security risks, legal and compliance requirements, and administrative burden.
5. Employees engaging in non-University-Affiliated Travel to an international location shall not use and/or access any University asset, equipment, data, information, records, network, software, server, or services, including University operated cloud services, without prior approval. Requests for such use and/or access must be submitted on the [Personal International Travel Request Form](#).
- C. **Failure to Follow Travel Policies, Processes, or Procedures.** Failure by Employees to follow all applicable travel policies, processes, or procedures, including but not limited to this policy and the Wichita State University Travel Handbook, may result in such travel being denied or designated as unauthorized, non-reimbursement of travel expenses, account disablement, limitation of future travel, and/or corrective action up to and including separation from employment.

#### IV. DEFINITIONS

- A. For the purpose of this policy only, the following definitions shall apply:
1. **Employee:** An individual who provides services to the University on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time Employees.
  2. **High-Risk International Travel:** International Travel to destinations designed as either Level 3 or Level 4 by the U.S. Department of State.
    1. **International Travel:** University-Affiliated Travel to destinations outside the United States.
    2. **Out-of-State Travel:** University-Affiliated Travel to destinations outside the state of Kansas but within the United States.
  3. **University:** Wichita State University.
  4. **University-Affiliated Travel:** Any travel by an Employee which is for educational, research, or business purposes tied to the Employee's affiliation with the University, regardless of the source of funds.

5. **Wichita State University International Travel Procedures:** Those processes and procedures established by the State of Kansas and the University governing International Travel, as amended from time to time.
6. **Wichita State University Travel Handbook:** Those processes and procedures established by the State of Kansas and the University governing Out-of-State Travel, as amended from time to time.

**V. APPLICABLE LAWS AND ADDITIONAL RESOURCES**

- A. [KBOR Policy Manual, II. D.23. TRAVEL](#)
- B. [Kansas Department of Administration, State Employees Travel Center](#)
- C. [Wichita State University Travel Handbook](#)
- D. [Wichita State University Travel Webpage](#)
- E. Employees should visit the [Travel Process](#) webpage for guidance on which approval process is required for their travel.
- F. WSU Policy 3.52 / Flexible Work Arrangements, Including Remote Work [LINK]
- G. [WSU Policy 13.02 / Border City](#)
- H. [WSU Policy 13.11 / Private Vehicle Reimbursement](#)
- I. [WSU Policy 20.19 / Driving State Vehicles](#)

**VI. REVISION DATES**

- A. August 8, 2019
- B. [INSERT PET APPROVED DATE]



# Policies and Procedures

## 13.20 / OUT-OF-STATE AND INTERNATIONAL TRAVEL

### I. INITIATING AUTHORITY

- A. The Division of Finance and Administration serves as the initiating authority for this policy.

### II. PURPOSE

- A. The purpose of this ~~statement~~policy is to set forth the requirements for University ~~policy with regard to out-Affiliated Out-of-state travel-State and/or International Travel~~ by University ~~employees~~Employees.

### ~~II. PREAMBLE~~

### III. This policy has POLICY

~~been developed and put in place to maximize utilization of financial resources allocated for travel expenditures and to provide University faculty and staff members with alternatives for making travel arrangements. State of Kansas Travel policies are found at the Travel Center for State Employees.~~

#### A. Out-Of-State Travel

1. All Out-of-State Travel must comply with the Wichita State University Travel Handbook.
2. To the extent that Out-of-State Travel involves a remote work arrangement, such arrangement must also comply with the requirements of Policy 3.52 / Flexible Work Arrangements, Including Remote Work [LINK].

#### B. International Travel

1. All International Travel must comply with the Wichita State University Travel Handbook.
2. The University will review all requests for International Travel on a case-by-case basis, taking into consideration security risks, legal and compliance requirements, and travel advisories posted on the U.S. Department of State and Centers for Disease Control website. High-Risk International Travel will require the approval of the travelling Employee's respective Vice President, after consultation with all relevant travel stakeholders. High-Risk Travel will only be approved in extraordinary circumstances and will require the traveling Employee to sign appropriate University waivers.

3. In the event that a situation arises after University approvals have been obtained, such that the safety or security of persons or property are at issue (such as war, embargo, terrorist threats, etc.) the University may, in its sole discretion, take the following actions:
  - a. Revoke or suspend approval of International Travel, including requiring the Employee to return to the United States mid-trip; and/or
  - b. Revoke or suspend access to any University asset, equipment, data, information, records, network, software, server, or other services, including University operated cloud services.
4. Requests to take International Travel for 22 consecutive days or more are considered remote work, and must be approved in accordance with Policy 3.52 / Flexible Work Arrangements, Including Remote Work [LINK]. International remote work arrangements are only approved in extraordinary circumstances in light of security risks, legal and compliance requirements, and administrative burden.
5. Employees engaging in non-University-Affiliated Travel to an international location shall not use and/or access any University asset, equipment, data, information, records, network, software, server, or services, including University operated cloud services, without prior approval. Requests for such use and/or access must be submitted on the Personal International Travel Request Form.

C. **Failure to Follow Travel Policies, Processes, or Procedures.** Failure by Employees to follow all applicable travel policies, processes, or procedures, including but not limited to this policy and the Wichita State University Travel Handbook, may result in such travel being denied or designated as unauthorized, non-reimbursement of travel expenses, account disablement, limitation of future travel, and/or corrective action up to and including separation from employment.

#### IV. DEFINITIONS

- A. For the purpose of this policy only, the following definitions shall apply:
  1. **Employee:** An individual who provides services to the University on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time Employees.
  2. **High-Risk International Travel:** International Travel to destinations designed as either Level 3 or Level 4 by the U.S. Department of State.
  1. **International Travel:** University-Affiliated Travel to destinations outside the United States.

2. **Out-of-State Travel:** University-Affiliated Travel to destinations outside the state of Kansas but within the United States.

3. **University:** Wichita State University.

### ~~III.I.~~ **University-Affiliated Travel: POLICY**

4. Any travel by an Employee which is for educational, research, or business purposes tied to the Employee's affiliation with the University—employee proposing to travel out, regardless of state on behalf the source of the funds.

5. **Wichita State University** must—complete**International Travel Procedures:** Those processes and submit a Pre-Approval report. The Pre-Approval will be reviewed by the employee's direct supervisor and approved procedures established by the funding Budget Officer. In situations where the traveler is also the funding Budget Officer, Budget Officer State of Kansas and the University governing International Travel, as amended from time to time.

6. **Wichita State University Travel Handbook:** Those processes and procedures established by the State of Kansas and the University governing Out-of-State Travel, as amended from time to time.

## V. **APPLICABLE LAWS AND ADDITIONAL RESOURCES**

A. **KBOR Policy Manual, II. D.23. TRAVEL**

B. **Kansas Department of Administration, State Employees Travel Center**

C. **Wichita State University Travel Handbook**

D. **Wichita State University Travel Webpage**

A.E. Employees should visit the Travel Process webpage for guidance on which approval process is implicit-required for their travel.

B. Upon final approval of the Pre-Approval, the employee may begin incurring expenses in association with the travel event. Travel arrangements may be made directly by the traveler or through a travel agency.

C. Travelers shall use the most advantageous or economical mode of transportation. This may include airfare, car rental, taxi, shuttles or other public transportation. Travelers electing to utilize transportation that cost more than a less expensive mode of transportation may be required to provide sufficient justification as to why the least expensive mode was not used. Should an employee choose to drive their personal vehicle rather than fly, the employee must attach a written airfare quote



~~(printed from an Internet site) to the travel reimbursement document. This comparison should be made based on the most economical airfare rates available on the date the out-of-state travel request is approved. The comparison shall include round-trip mileage to ICT, parking and round-trip transportation to and from the hotel or meeting site. The traveler can be reimbursed for either the cost of flying (Airfare in Lieu of Mileage) or mileage, whichever is less. Charges made using the employee's personal funds will not be reimbursed until the trip is complete. For additional details, see section 3003 and 3103 of the State of Kansas Employee Travel Expense Reimbursement Handbook at the Travel Center for State Employees.~~

- ~~D. — An employee may only exceed the State of Kansas daily Lodging maximums upon written approval by the employee's Vice President (Vice Presidential exceptions will be approved by the President). Exceptions will require documentation stating the reason for the exception. For additional details, see section 4200 of the State of Kansas Employee Travel Expense Reimbursement Handbook at the Travel Center for State Employees.~~
- ~~E. — Meal Per Diem for travel within the continental US is calculated using the most current per diem rates as published by the U.S. General Services Administration (GSA). Meal Per Diem for travel outside the continental US is calculated using the most current per diem rates as published by Department of Defense (DOD).~~
- ~~F. — An itemized receipt is required for all expenses. However, no receipts are required for: meal per diem, parking meters, public transportation, tolls or unattended toll booths. For additional details, see section 5001 and 5100 of the State of Kansas Employee Travel Expense Reimbursement Handbook at the Travel Center for State Employees.~~
- ~~G. — All requests for travel reimbursements will be submitted via an Expense report in the online software Chrome River. Expense reports must be approved by the traveler and the funding Budget Officer. In situations where the traveler is also the funding Budget Officer, Budget Officer approval is implicit. All Expense reports will be audited by the Office of Financial Operations and Business Technology.~~

#### **IV. — IMPLEMENTATION**

~~This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.~~

~~F. [WSU Policy 3.52 / Flexible Work Arrangements, Including Remote Work](#)  
[\[LINK\]](#)~~

~~G. [WSU Policy 13.02 / Border City](#)~~

~~H. [WSU Policy 13.11 / Private Vehicle Reimbursement](#)~~

I. WSU Policy 20.19 / Driving State Vehicles

**VI. REVISION DATES**

A. August 8, 2019

B. [INSERT PET APPROVED DATE]