



## A. Introduction

1. This information contained in this handbook is for Employees and Students who are engaging in Travel.
2. Approval of and reimbursement for Travel expenses is governed by: (a) federal and state laws and regulations; (b) Kansas Board of Regents regulations; (c) third-party sponsor travel requirements (including, but not limited to 2 CFR 200 Uniform Guidance, Federal Acquisition Regulations (FAR)); and (d) University policies, including but not limited to this handbook (collectively, the “Travel Rules”). Unit leaders (e.g., directors, chairpersons, research supervisors, principal investigators, heads of divisions, bureaus, and offices) are responsible for ensuring their Employees and Students adhere to all applicable travel requirements.

## B. Definitions

1. **Approved Travel Expense:** any expense personally incurred by a Traveler during University Affiliated Travel that (a) is in compliance with all applicable Travel Rules, and (b) is pre-approved by the Traveler’s budget officer.
2. **Budget Officer:** WSU employee assigned fiscal oversight of the funding used to pay for the expense.
3. **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.
4. **High Risk Travel:** International Travel to destinations designed as either Level 3 or Level 4 by the U.S. Department of State.
5. **International Travel:** University Affiliated Travel to destinations outside the United States.
6. **Non-State Funds:** Non-State Funds include revenues derived from sources other than the State General Fund. Non-State Funds are commonly generated from donations, research/grants, contractual arrangements, student fees, student housing, and parking.
7. **Out-of-State Travel:** University Affiliated Travel to destinations outside the state of Kansas but within the United States and to destinations that are not considered Border Cities, as that term is defined in Policy 13.02.
8. **Requests for Reimbursement:** requests for reimbursement of personally-incurred expenses while on University Affiliated Travel.
9. **Student:** All persons enrolled at Wichita State University.
10. **Third-Party Funds:** Funds originating from any other person or entity than the State or Kansas or Wichita State University. Third-Party Funds may include private or public companies or organizations, state agencies, individuals, or affiliated entities.
11. **Sponsored Program Travel:** Any travel paid for with Sponsored Program Funding will be audited by Research Accounting for compliance with specific program rules. Exceptions to these rules must be approved by Research Accounting. Overages will be covered by non-sponsored funds (such as SRO or personal funds).
12. **Travel:** Any In-State, Out-of-State Travel or International Travel.



13. **Travel Stakeholders:** Other University departments from whom travel approval must be sought/received including, but not limited to ITS, Information Security, Research Accounting, and Export Control.
14. **Traveler(s):** Employees or Students engaging in University Affiliated Travel.
15. **University Affiliated Travel:** Any travel by an Employee or Student which is for educational, research, or business purposes tied to the Employee's or Student's affiliation with the University, regardless of the source of funds.
16. **University Travel Agency:** A University-approved travel agency that is under contract with the University to provide travel agent services. As of the effective date of this Handbook, the University Travel Agency is Sunflower Travel (contact Laurie O'Leary 316-733-2753). The University Travel Agency may be expanded to other travel agencies or modified at the sole discretion of the University.

### C. Travel Pre-Approval

1. Pre-Approval Required. All Out-of-State and International Travel must be authorized and approved by the appropriate department and/or Traveler's Budget Officer prior to making any travel arrangements. Upon approval of the request in the Travel & Expense Management software, Chrome River, the employee may start making travel arrangements.
2. Border Cities. WSU has designated any city in a state location within 200 miles of the borders of Kansas as a "Border City". Travel to a Border City does not require a pre-approval, with the exception of when a travel agency is utilized to book travel expenses for a rental vehicle.
3. Pre-Approval Report. No fewer than ten (10) days prior to Out-of-State Travel and thirty (30) days prior to International Travel, all Travelers must have an approved travel request within Chrome River. If the need for Out-of-State and/or International Travel first arises within the applicable 10/30-day period, the Traveler must (a) submit the Travel Request as soon as possible, and (b) receive approval at least one day prior to departure.
4. International Travel; High-Risk Travel. All International Travel must be pre-approved and follow the [International Travel Policies and Procedures](#). The University does not recommend or require High-Risk Travel. The University will review on a case-by-case basis requests for High-Risk Travel. Requests for High-Risk Travel must be approved by the Traveler's respective Vice President, after consultation with all relevant Travel Stakeholders, and will only be approved in extraordinary circumstances.

### D. Booking Travel:

1. Use of a Designated Travel Agency. Use of the University's designated travel agency is an option for all University Affiliated Travel arrangements. In addition, travel arrangements may be booked by the Employee.

### E. Travel Expense Requirements:

1. Commencement of Out-of-State Travel. Travel commences upon departure from the Traveler's home or official work location and concludes upon return to the Traveler's home or official work location; therefore, if applicable, dates authorized for pre-approval requests for Travel must include the in-state part of out-of-state trips.



2. Form of Payment. Travelers are expected to provide themselves with sufficient travel funds. Travelers may use either (a) a University issued Procurement Card (P-Card), and/or (b) personal funds to pay for Approved Travel Expenses. The Traveler will not be reimbursed for Approved Travel Expenses incurred on a P-Card, as the University will pay for those Approved Travel Expenses directly.
3. Approved Travel Expense Reimbursements. Travelers will only be reimbursed for Approved Travel Expenses paid directly by the Traveler/Employee.
4. Deadline to Seek Travel Expenses Reimbursement. Pursuant to Internal Revenue Service requirements, all Requests for Reimbursement for Approved Travel Expenses should be completed through Chrome River within five (5) business days of return. Requests not submitted within sixty (60) days from the end of Traveler's return date will be considered taxable income to the Traveler.
5. Itemized Receipts. Itemized receipts are required for all Approved Travel Expenses, except meals covered by meal per diems. Summarized credit card receipts, credit card statements, and canceled checks cannot be used to claim reimbursements for Approved Travel Expenses.
6. Travel Between Fiscal Years. Approved Travel Expenses for Travel starting prior to June 30, but not ending until July 1 or later will be charged to the new fiscal year in which the Travel terminates, provided funds are available in that fiscal year.
7. Travel Using Third-Party Funds. Request for reimbursement of Travel using Third-Party Funds must adhere to any special constraints imposed by the Third Party. Travel reimbursement will be through regular reimbursement procedures.

#### **F. Transportation Expenses**

1. Mode of Transportation. Travelers shall use the most advantageous or economical mode of transportation. This may include airfare, car rental, taxi, shuttles, or other public transportation. The Traveler's Budget Officer will be responsible for determining if the selected mode of transportation does not meet this requirement.
2. Non-Reimbursable Transportation Expenses. Additional transportation expenses incurred because a Traveler resides in a city or area outside the official station are the responsibility of the Employee and will not be considered Approved Travel Expenses. Transportation expenses incurred for commuting between the official station and home are not Approved Travel Expenses. Travel to and from restaurants is personal travel and any expenses associated with the trip will not be considered an approved travel expense. However, travel to and from hotel to restaurants (or other locations) for business meetings is reimbursable, provided the business purpose is included with the receipt.
3. Air Travel. Selecting the most economical or advantageous mode of airline travel is recommended. If Air Travel was booked using the University Travel Agency, additional documentation is not required. If Air Travel is purchased by the traveler using an online booking option, attach the "IDP – Travel Exception Form" for the justification/comparison requirements. Exceptions involving Sponsored Program Funding must be approved by Research Accounting. The University may consider exceptions to this general rule in certain circumstances including, but not limited to the following:



- a. Unavailability of Main Cabin/Economy Class. If main cabin / economy class is not available, the traveler can submit a statement certifying that no economy accommodations were available. This statement must accompany the expense report upon which the fare is claimed and must be approved by the Traveler's Budget Officer and submitted using the "IDP – Travel Exception Form".
  - b. Expanded Legroom. For individual flight segments of three hours or more, the Traveler may opt for an expanded legroom seat.
  - c. Seat Guarantees/Early Boarding. Costs associated with guaranteeing or securing a seat or for early boarding are allowed and should be added to the base cost of the economy ticket. The total cost should still reflect the most economical option available that includes an assigned seat. Since "seat guarantee" expenses are noted differently by many airlines, additional costs per flight segment are allowed without additional documentation.
  - d. Business Class. In order to minimize time away from the office and travel time, a Traveler may select "business class" seating on international flights when the Traveler is arriving at the destination on the same day as the purpose of the trip (i.e., client meeting, conference, etc.). All "business class" seat selections must be approved by the Traveler's Budget Officer during the pre-approval process. It is understood that the domestic segments of an international flight may list the cabin as "First Class" since "Business Class" is not normally an option on a domestic segment. However, every effort should be made to ensure that the ticket booking is shown as "Business Class".
  - e. First Class Airfare. First class airfare is **not permitted and will not be paid** or reimbursed.
  - f. Changes/Cancellations. For business purposes only, changes or cancellations are allowed depending on the circumstance.
  - g. Baggage. The following charges will be considered Approved Travel Expenses: (a) reasonable airline charges for Traveler's checked bags (1 or 2 checked bags for domestic flights – additional bags may be checked for International Travel or extensive domestic travel); (b) charges for baggage exceeding the weight or size limits if such excess baggage is used for official University business (excess personal baggage expense is not reimbursable); and (c) cost of transporting equipment and/or supplies if for a valid, documented University purpose. Tips are not a reimbursable expense except when given for assistance regarding an individual's disability or special circumstances. Travelers with a physical disability may claim reimbursement for special assistance.
4. Mileage. Mileage when driving a personal vehicle will be reimbursed at the State of Kansas standard rate if using state funds. Mileage reimbursement is based on the shortest available route, using tools such as Google Maps, unless documentation is provided that supports an acceptable alternate route (road construction, excessive traffic delays, proximity to break facilities, etc.). The mileage rate is meant to cover all costs associated with the use of a personal vehicle including fuel, oil, tires, insurance, deductibles, uninsured losses, and expenses of any type. Reimbursement for the use of a personal vehicle cannot exceed the established mileage rate for personal vehicles for the official mileage between traveling to the intended destination and return trip.
  5. Vehicle Rentals.
    - a. When renting a vehicle, the size is to be determined by the number of travelers (and use) and approved by the Traveler's Budget Officer. Vehicles should be rented using those rental car agencies with a



current University or State of KS contracts when possible. Current rental car agency contract information can be found at [Rental Vehicle Rates \(wichita.edu\)](http://wichita.edu). In situations where these agencies aren't available or aren't the most economical or advantageous option, documentation should be provided and approved by the Traveler's Budget Officer. Please complete and attach the "IDP – Travel Exception Form."

- b. When renting a vehicle and paying with the University P-Card, LDW/CDW (LDW Loss Damage Waiver/CDW Collision Damage Waiver) is included. If using a personal credit card LDW/CDW coverage should be accepted and will be reimbursed. If an off-contract rental agency is used, CDW should be purchased and will be reimbursed.
  - c. PAI/PEI (Personal Accident Insurance and Personal Effects Insurance) is not provided and will not be reimbursed.
6. Local Transportation. Local transportation (i.e., taxi, shuttles, buses, ride-share) may be paid for or reimbursed while traveling except when traveling to and from restaurants for personal meals (see F.2. above). Receipts are encouraged, but not required unless traveling on Sponsored Program Travel.
7. Tolls and Parking. Tolls and parking will be paid for or reimbursed at actual cost. Receipts are not required.
8. Lodging. Lodging will be paid for or reimbursed at actual cost. Nightly lodging limits are determined by the Federal CONUS (continental United States), OCONUS (outside the continental United States), and Department of State rates and pre-payment on a P-Card is not permitted with the exception of a one-night deposit, if required. Exceptions to this may include a conference hotel, or situations where the CONUS or OCONUS rate is not available or is not an advantageous location for the purpose of the trip. Exceptions are approved by the Traveler's Budget Officer (and Research Accounting if paid with Sponsored Program funds) and documented using the "IDP – Travel Exception Form".
9. Meal and Incidental Expenses. Meal and incidental expense (M&IE) reimbursements will be based on federal per diem rates by hotel location. Meal and hotel tips are included in the daily per diem rates and will not be reimbursed separately. When travel does not include an overnight stay, units may allow employees one meal on same-day trips provided the travel is more than 30 miles from the Traveler's work location and the trip exceeds 11 hours.
10. Registration Fees. Registration fees can be paid in advance using a P-Card, or with the Traveler's personal credit card and then reimbursed by submitting the receipt with a travel expense report. For any registration or conference fee, the Traveler must indicate whether meals or lodging are included. If meals or lodging are included and an amount is shown on the receipt for these items, reimbursement cannot be claimed for those items. If meals or lodging is included but an amount is not shown on the receipt, the Traveler must report meals and/or lodging was provided and cannot claim additional lodging expenses and those meal allowances must be deducted from the meal per diems. Charitable donations and fees associated with optional events cannot be paid or reimbursed.
11. Virtual Conferences. Due to export compliance, international virtual conference registration fees are coded as International Travel and all rules associated with International Travel apply. Domestic virtual conference registrations are coded as in-state and a Travel Request is not required.



12. Miscellaneous Travel Expenses. Miscellaneous travel expenses such as the purchase of supplies, telephone calls, and internet access charges can be considered an Approved Travel Expense if a documented business purpose is provided.
13. Personal Time Mixed with Official University Business Travel. Travelers are required to document a business purpose for their trip and verify which days are personal and which days are dedicated to business purposes. If personal days exceed business days, the cost of transportation will be treated as a personal expense and will not be reimbursed, per IRS regulations. Per diem, lodging, parking, local transportation, and other costs will be reimbursed for business days only.
14. Reimbursement for Payment of Other Employee Expenses. Travelers are not allowed to use personal funds to pay for travel expenses of others, with the exception of Employees paying for non-employee students. The amount reimbursed for students shall not exceed the established limitations for state employees. Students' names must be listed on the reimbursement. Travelers who use personal funds to pay for other travelers will not be reimbursed for those expenses. This does not apply to using a P-Card to pay for appropriate expenses of other Employees.
15. Future University Employee Travel Expenses. Future University employees traveling for University business before their start date are reimbursed following employee reimbursement procedures.
16. Exclusions or Special Circumstances. Drivers are personally responsible for traffic and parking violations, as well as towing fees related to violations.
17. Travel and Expense Exceptions. Any exceptions to the above guidelines may be approved by (a) the funding Budget Officer if the travel is undertaken for Research and Development activities funded 50% or more by monies received from federal agencies or other external sources; or (b) by the appropriate Vice-President and paid for from a non-state source of funds or other Third-Party funds.