

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 final approved travel authorization in TEM at least two weeks prior to the trip departure date and ordering of airline tickets.

II. RESERVATIONS – AIRLINE/HOTEL/CAR RENTALS

- a. **Reservations can be made by using the Sunflower Travel Agency for booking flights, car rental, or out-of-state hotel (Sunflower can only reserve the hotel).** It is suggested that the Sunflower Travel Agency be used. If you decide to drive instead of flying you must: 1) obtain quotes printed from an internet site 2) the quotes should be listed lowest price to highest, 3) the quotes must be obtained on the date the out-of-state travel request is approved, and will be submitted with the documents when requesting reimbursement, and 4) The traveler will be reimbursed for flying or mileage, whichever is less.
- b. Important information regarding Airline's Early Bird Check-In Fee
 - i. 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, online lodging reservations with proof of payment (information of last four digits of credit card, zero balance or statement that indicates it was paid in the paperwork submitted) and 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 **FY2017 is \$0.535 per mile.**
 - 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 Incidentals Expense (M&IE) rate
 - Meals – the cost of the meals, taxes and tips
 - Incidentals Expense – all fees and tips to hotel porters, bellhops, doormen, and maids
 - Lodging Maximum allowed (*Actual conference lodging may be paid without limit)

- b. 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>
- c. Per Diem and lodging rates are adjusted bi-annually
- d. 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>
- e. 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.
- f. Meal reimbursement per diem will be made based on quarter days and the total daily per diem will be divided equally between the quarters.
- g. Meal reimbursement per diem will be provided for the quarter a traveler leaves and returns (in addition to all quarters in travel status).

<u>Time of Departure</u>	<u>Quarter Day</u>	<u>Day of Departure</u>	<u>Day of Return</u>
● 12:00 A.M. – 5:59 A.M.	Quarter 1	100%	25%
● 6:00 A.M. – 11:59 A.M.	Quarter 2	75%	50%
● 12:00 P.M. – 5:59 P.M.	Quarter 3	50%	75%
● 6:00 P.M. – 11:59 P.M.	Quarter 4	25%	100%

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

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

V. INTERNATIONAL TRAVEL:

- a. 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.
- b. 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.
- c. 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 – loleary@sunflowertravel.com