



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

Traveling for WSU Reference Guide

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Contact List

- **Travel Services** – policies & reimbursement questions:
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- **Purchasing** – Business Procurement credit card (BPC) enrollment and training:
 - Robby Murray 316-978-5185 pcardadmin@wichita.edu
- **Travel Agency** – Sunflower Travel-airfare and rental vehicle bookings:
 - Laurie O’Leary 316-733-2753 loley@sunflowertravel.com

Definitions

- **Travel & Expense Management System (TEM):** software that stores the travel data; travel documents entered by traveler, office assistant or Travel Services
- **Travel Authorization (TA):** document input into TEM before the trip occurs
- **Travel Reimbursement (TR):** document input into TEM after the trip has been completed
- **Banner Workflow:** software that takes the travel document through required approvers
- **Business Procurement Card (BPC):** WSU issued credit card for travel expenses
- **Official Station:** determines starting point for reimbursement; for example main campus, Metropolitan Complex or WSU Tech

Payment Options

- **Personal funds:** traveler’s cash, check or credit card (Note: personal funds used will be reimbursed until the trip has concluded; personal funds may not be used to pay for another state employee’s expenses)
- **Business Procurement Card (BPC):** also known as Pcard or iTravel; apply for a WSU-issued credit card through the Purchasing Office
- **Invoice Control Document (ICD):** payments are made through the department directly to the vendor; for example, a conference registration before the travel takes place
- **Travel agency (Sunflower Travel):** bills WSU directly for airfare and rental vehicle charges; Sunflower Travel charges a booking administrative fee of \$26.50 for airfare and \$10.00 for a rental vehicle
- **Foundation Funds:** contact Foundation directly for guidelines on reimbursement

Travel Authorization (TA)

Travel Authorizations should be entered into TEM no later than 10 business days before the trip. If this is not done, WSU cannot guarantee reimbursement for expenses incurred. Each department may have other policies regarding budgets and approvals; check with them before traveling.

A TA is required when:

- using Sunflower Travel
- traveling out of state beyond 200 miles of the Kansas border
- traveling internationally
- traveling out of state and being reimbursed by WSU Foundation Funds

Airfare

The State of Kansas (SOK) has determined that the most economical mode of transportation is economy class. Any other class that is selected will require additional documentation.

An examples of when a price quote comparison is needed:

- driving in lieu of flying

A price quote is a printed comparison from an internet site; the quote must include the following components:

- the quote must be obtained on the date the TA has been approved in TEM for the business dates of travel
- the quote must include at least two different airline carriers
- the quote must be for a roundtrip flight
- the quotes must be arranged from the least expensive to the most expensive

Non-reimbursable expenses for airfare include, but are not limited to:

- first class
- early/priority boarding
- travel insurance
- excess baggage (unless justification is provided)

Lodging

The SOK requires the use of CONUS lodging rates; rates do not include taxes and are updated bi-annually. Conference lodging is allowed at the actual rate based on the itemized receipt. Documentation from the conference website listing accommodation details must be submitted with the TR. If a room is shared with another WSU employee, only one person may pay for the room. Lodging details must be cross-referenced on both employee's TR's.

Non-reimbursable expenses for a lodging include, but are not limited to:

- room service
- safe charge
- taxi from the hotel to a restaurant

Meals & Incidental Expense (M&IE)

The SOK reimburses meals on a per diem basis; there is one rate for an entire day. Incidental expenses are included in this rate such as charges for taxes, fees and tips to waiters, bellhops, etc.

A reduction will occur for each meal that was included in the cost of a conference registration fee or provided at no cost to the traveler. This includes complimentary breakfasts offered to employees at lodging establishments, excluding light continental breakfasts. A light continental breakfast has been defined as no meat provided. If a meal was provided at no cost and not eaten, the SOK will not reimburse it.

Mileage Reimbursement

Mileage is reimbursed when using a privately owned conveyance. The rates are considered to cover all costs which includes but is not limited to: gasoline, oil, tires, repairs, insurance (including uninsured losses, and insurance deductibles resulting from damage), license fees, and expenses of any type.

Mileage reimbursement is made at the following rates for Fiscal Year 2019:

- \$0.545 per mile for automobiles
- \$0.515 per mile for motorcycles
- \$1.21 per mile for airplanes
- \$0.18 per mile for moving related mileage

Rental Vehicle

The SOK is contracted with Enterprise (primary) and Hertz (secondary). For additional rental vehicle procedures and guidelines refer to the document Vehicle Rental FAQ's on the travel website. Additional vehicle rental information:

- Employees must select the most economical class of vehicle. Any other class will require additional documentation for approval.
- If an accident occurs, go to the travel website and follow the outlined procedures.
- Be aware - if renting a vehicle at Wichita's Eisenhower National Airport, you will be charged extra fees.
- If renting a vehicle with personal funds or BPC, provide the following numbers to the rental agency:
 - Enterprise:
 - **XZ51WSU** – Use when renting a Compact, Intermediate, Full Size, Compact SUV, Midsize SUV, Large SUV, Minivan, Hybrid Midsize vehicle.
 - **XZ51WSC** – Use when renting a Pickup Truck, Cargo Van, or 12/15 Passenger Van.
 - Hertz: 1978737
- Non-reimbursable expenses for a rental vehicle include, but are not limited to:
 - Personal Accident Insurance
 - Personal Effects Insurance
 - Roadside assistance

International Travel

Lodging is reimbursed at the actual rate based on the itemized receipt. The SOK will reimburse meals based on the U.S. Department of State website https://aoprals.state.gov/web920/per_diem.asp. Any foreign currency will need to be converted to USD either using the credit card statement or the website <https://oanda.com>.

Reimbursable expenses may include:

- Travel Visa's
- foreign transaction fees
- vaccinations

Non-reimbursable expenses for international travel include, but are not limited to:

- passports
- driver license required by the country

Student Employee vs. Student Travel

Students employed by the University (state employee) that are traveling for **official University business related to their job** are required to follow all SOK/WSU travel policies and will be reimbursed through TEM.

Students employed by the University (state employee) that are traveling for **academic purposes** unrelated to their job are not required to follow SOK travel policies and will be reimbursed through an ICD.

Travel Reimbursement (TR)

All documentation should be submitted and approved through TEM within 5 business days of the trip ending. Every trip must have documentation or comments about transportation, lodging, conference fee, agenda and meals provided. If a TA was required but there is no personal reimbursement, email the travel office and request that the TA be closed.

Receipts

Receipt needed	Receipt not needed
Baggage	Tolls
Gasoline for rental car	Taxi
Registration	Meal Per Diem
Itemized lodging	Unattended parking meters

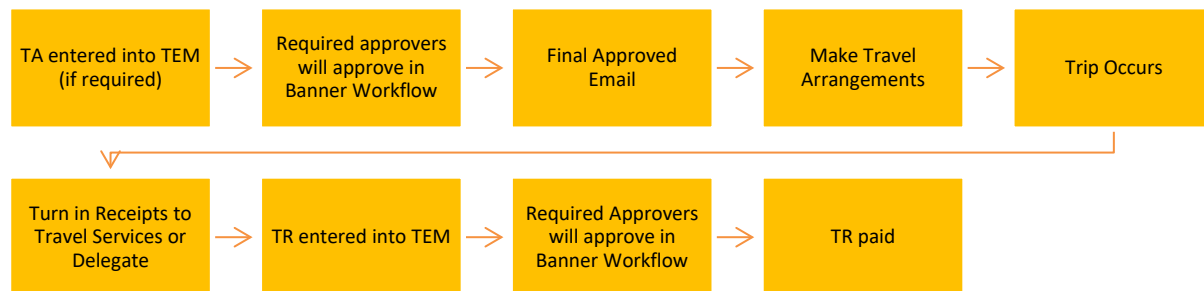
If an amount cannot be read on a receipt, do not write over it; this will make the receipt invalid. If a receipt is lost or illegible, fill out the Certified Statement for Receipts. This form can be found on the Financial Operations website, https://www.wichita.edu/services/controller/fobt_forms.php in the section called Accounts Payable.

Travel & Expense Management (TEM) Links

The following links can be found on the Faculty/Staff tab in myWSU:

- Travel & Expense Management (TEM) Login
- Banner Workflow Login

Flow of Travel Document



Policies for Travel

State of Kansas Handbook

- On the SOK website under Chief Financial Officer in the Travel Information for State Employees

WSU Policy

- On the WSU Policies and Procedures website: <http://depttools.wichita.edu/inaudit/tablepp.htm>
- 3.28 Out of State Travel
- 13.02 Border City
- 13.11 Private Vehicle Reimbursement

Resources

Travel Website: <https://wichita.edu/services/controller/ap-travel/travel.php>

Financial Operations: <https://wichita.edu/services/controller/Forms.php>

CONUS: <https://gsa.gov/portal/content/104877>

OCONUS: <http://defensetravel.dod.mil/site/perdiemCalc.cfm>

International Rates: https://aoprals.state.gov/web920/per_diem.asp