

2016

Travel Handbook



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Graduate Student Recruitment

This information contained in this handbook is for employees and current students who are traveling on official University business. Policies and procedures for paying travel expenses of prospective graduate students are located in the KU Policy Library at <https://documents.ku.edu/policies/provost/ProspectiveGradStudentTravelReimbursements.htm>.

Travel Expense Reimbursement

Travelers are reimbursed for allowable travel expenses incurred by submitting a travel expense detail and supporting receipts to their department as often as required by the department, but at least once each month. Unless otherwise noted in this handbook, receipts are required for reimbursement. Cancelled checks, bank statements, and credit card statements are not receipts. This handbook is designed for use when travel is paid or reimbursed with state funds.

All requests for travel reimbursement must be submitted in a timely manner once travel is complete. In accordance with State of Kansas travel policy and K.S.A. 75-3201, all travel reimbursements are to be submitted at least monthly.

Per IRS regulations, travelers whose travel is primarily for personal reasons where less than 50% of the time is spent on “official business,” may only be reimbursed or have expenses paid that are directly related to the business. Transportation to or from the destination city may not be paid.

If more than 50% of the travel is “official business” and personal time is used, no personal expenses will be paid or reimbursed.

Official Station

Travel to or from an employee’s official station may not be paid or reimbursed.

Travel Authorization

All travel must be authorized prior to departure. Out-of-state and international travel must have travel authorization completed in PeopleSoft FSKU prior to making travel arrangements. The signed authorization shall be retained in the department.

Payables is to be notified if travel dates on the authorization need to be modified.

Travel Agencies

Travelers may utilize a travel agency if their department chooses to do so. The University has a contract with Short’s Travel Management (contract 11485). Departments may use this optional contract or the travel agency of their choice. Each travel agency has its own rates.

Border Cities

A travel authorization is required for all reimbursements to border cities, unless only mileage, tolls, and parking are being claimed. This is treated as in-state travel.

Examples:

1. An employee picks up a speaker from the Kansas City airport, and submits a reimbursement for mileage—No travel authorization is required.
2. An employee attends a conference in Kansas City, and submits reimbursement for mileage and registration—Travel authorization is required.

Travel to Countries with Travel Warnings

The University of Kansas does not recommend or require travel to countries on the U.S. State Department warning list. If the traveler feels that this trip is necessary, travel may occur with proper waivers completed. Links to the waivers are located at <http://www.international.ku.edu/studenttravel>.

Foreign Currency Conversion

When a traveler incurs expenses in a foreign currency, each expense should be converted to U.S. dollars (USD). The following methods are acceptable:

- Credit card statement: If the expenses are charged, the credit card company will convert them to USD.
- Conversion of charges via the internet for the dates of travel. One site is:

<http://www.oanda.com/currency/converter>

Currency rate conversion based on actual cash exchange. Use the following formula:

- $F \times C = U$
- F = amount of charges in foreign currency
- C = conversion factor = USD's per unit of foreign currency.
- U = expense in USD's

Example:

- \$100 expenses in Canadian Dollars
- \$.68 USD's per Canadian Dollar
- $\$100 \times .68 \text{ USD/CD} = \68 USD

Travel Insurance

Emergency Evacuation and Repatriation Insurance policy and Business Travel Accident policies will cover all faculty, staff and students traveling on University business, as well as incidental leisure travel up to seven days before and after the scheduled end of the travel for University business. Qualified dependents (spouses and unmarried children, up to ages 19 or 26 if enrolled as full time student) traveling with

employees on University business are also covered under these policies. Coverage exclusions include acts of war in Afghanistan, Iraq, and Pakistan, felonies, suicide, and illegal drug use.

See KU Policy on Travel to Dangerous Locations

<http://www.international.ku.edu/~oip/travel/dangerous.shtml>

In order to be eligible for this coverage, prior to travel for University business out of state or out of the country, regardless of source funding, all travelers must complete and submit to their travel approver the Travel Authorization Report form located in PeopleSoft Financials. Please contact your business manager for assistance if you do not have access to PeopleSoft.

Secure Travel

Europ Assistance (EA) provides an emergency travel assistance program that is available to a covered person when traveling at least 100 miles from permanent residence. The program offers medical, travel, communication assistance and pre-departure services (e.g. visa and passport requirements, foreign exchange rates, embassy/consular referral, immunization requirements, etc.)

Please refer to the Secure Travel brochure and the Secure Travel Policy on the Human Resources and Equal Opportunity (HR/EO) website for more information about coverage, benefits, limitations and exclusions: (print card for your reference) http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance

Contact info to report an emergency event or obtain other services:

Europ Assistance (24 hours/day)

1-888-226-4567 (from U.S. and Canada)

202-331-7635 (collect from other locations)

202-331-1528 (FAX)

cigna@europassistance.com

Policy # ABL 980029; Group #57

Business Travel Accident Policy

Under this program, provided by CIGNA, there is a \$100,000 accidental death and dismemberment benefit for covered persons who are:

1. Traveling
 - a. On business of the policy holder and:
 - b. In the course of the business of the Policy holder: and c. Away from the premises of the Policy holder :

OR

2. Making a short stay away from the Policyholder's premises in his City of Permanent Assignment.

Please refer to business travel accident policy on HR website for more complete information about coverage, benefits, limitations and exclusions:

http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance

Contact info to report an emergency event, file a claim or to obtain other services:

CIGNA Group Insurance

525 West Monroe
Chicago, IL 66061
1-800-446-1280 (M-F, 8:00 a.m. to 5:00 p.m.)
312-496-5456 (FAX)
Policy # ABL 980029

Additional information regarding travel insurance is located at
http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance.

Future Employees Traveling Before Start Date

Future University employees traveling before their start date are reimbursed by following the employee reimbursement procedures. Travel Expense Detail forms are used, not Contractual Services forms.

Use of Personal Funds

Travelers are expected to provide themselves with sufficient travel funds. 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. Travelers who use personal funds to pay for other travelers will not be reimbursed for those expenses. This does not apply to using the Procurement Card (P-card) to pay for appropriate expenses of other employees. The P-card is considered a direct purchase by the University.

Travelers who do not have sufficient personal funds for travel may apply for a Business Travel Card (BTC). The State of Kansas has contracted with UMB Bank to provide personal credit cards to employees who travel. This allows travelers to submit a timely reimbursement after travel, and receive reimbursement prior to the credit card bill becoming due. Information regarding this card can be obtained at <https://admin.ks.gov/offices/procurement-and-contracts/personal-credit-cards/>. The BTC and its use is the personal responsibility of the employee to whom the card is issued. ***The State and University accept no responsibility for its misuse. Employees with a BTC shall direct all billing questions to the card issuer.***

Transportation Expenses

Reimbursable Transportation Expenses

Transportation may be paid or reimbursed for transportation expenses incurred for authorized travel by private, state-owned or leased vehicles, public transportation (commercial air flights, trains, buses, etc.), and, in some cases, charter or rental of special conveyances. Local transportation expenses such as city bus and taxicab fares are considered miscellaneous expenses and are discussed in the [Miscellaneous Expenses](#) section.

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. Transportation expenses incurred for commuting between the official station and home are not reimbursed or paid.

Traveling to or from restaurants is considered personal travel, and will not be paid or reimbursed. While on official business, travelers operating any vehicle shall do so in a safe and prudent manner. All applicable traffic laws are to be obeyed. Any fine assessed to the traveler is the responsibility of the traveler, and will not be paid nor reimbursed. This includes parking fines for expired meters. Additionally, travel insurance for airfare will not be paid or reimbursed.

Most Economical or Advantageous 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 most economical mode to airline travel is usually tourist or economy class. If these classes are not available, a verifying statement from the airline or travel agency must be furnished with the payment or reimbursement.

Travelers electing to utilize transportation that cost more than a less expensive mode of transportation must provide sufficient justification as to why the least expensive mode was not used. If the justification is not sufficient, the expense will not be allowed.

Travel Expense Reimbursement for Employees Who Become Incapacitated During Travel

If a traveler becomes incapacitated due to illness or injury while on official business away from the official station or home, the department may pay or reimburse the expenses to return the traveler and/or the traveler's private vehicle to the official station or home as appropriate under the circumstances. If necessary, lodging may be paid or reimbursed (within allowable limits) and meals may be reimbursed (within allowable limits) for a time not to exceed five days.

Mileage Reimbursement for Private Vehicles

Mileage Reimbursement Rates

Personal automobiles will be reimbursed at \$0.57 per mile for FY 2016. This rate is considered to cover all associated costs with the use of the privately owned vehicle including fuel, oil, tires, insurance, deductibles, uninsured losses, and expenses of any type.

Mileage Reimbursement Rate Exceptions

If a mode of transportation is available and is less costly than transportation by personal vehicle, then mileage reimbursement is limited to the cost of the other mode of transportation.

A department may pay a less than the established mileage rate when the travel is not required and the traveler is informed of the rate in advance.

Calculating Mileage

Travel by automobile is by the most direct route that is typically used. The State of Kansas official mileage for travel within the State of Kansas is from the KDOT state distance chart at <http://kdotapp2.ksdot.org/mileagebetweencities/>. The State of Kansas official mileage calculation for out-of-state travel comes from maps published by the American Automobile Association (AAA)

<http://discover.aaa.com/Travel/AutoTravel/>.

Mileage Calculation When Residing Outside the Official Station

When a traveler begins travel from his or her domicile located in an area other than the city designated as the official station, the traveler may be reimbursed for mileage between the domicile and destination or the official station and destination, whichever is less. If the traveler returns directly to his or her domicile from the last point of official business, the traveler may be reimbursed for mileage from that point to the domicile or that point to the official station, whichever is less.

Vicinity Mileage

Vicinity mileage is allowed within Lawrence. Vicinity mileage traveled by private automobile within Lawrence may be permitted by the department. The travel reimbursement must include the purpose of the trip.

Additional Reimbursable Expenses When Using Private Automobile

Parking fees and tolls for roads and bridges may be paid or reimbursed. Parking fines and all violations are personal, and will not be reimbursed.

Use of Private Vehicle for Out-of-State Travel Instead of Public Transportation

When a traveler uses a private vehicle rather than public transportation for out-of-state travel, transportation expense reimbursement is determined as follows:

1. Travel of one person only. The traveler may be reimbursed the lesser of:
 - Option 1: The total of: actual mileage traveled (round trip mileage from the official station or domicile to the lodging establishment at the destination, whichever is less), turnpike tolls, and parking charges; or
 - Option 2: Airfare in lieu of mileage, which is the total of: round trip mileage from the employee's official station or domicile to the nearest airport (whichever is less), round trip economy airfare from the nearest airport to the airport nearest the destination, and round trip mileage from the airport nearest the destination to the lodging establishment.

The cost comparison of option 1 and 2, including a written airfare quote (this can be printed from an Internet site) must be submitted with the travel expense payment or reimbursement. This comparison should be made based on airfare rates available on the date the travel authorization is approved.

In addition to the reimbursement allowed in option 1 and 2, the traveler may be reimbursed for mileage incurred between the lodging establishment and meetings. No taxi or terminal expenses incurred at the destination are reimbursable.

2. Travel of two or more persons. When two or more persons are traveling together, mileage reimbursement may be paid to one person for use of the private vehicle.

For [lodging](#) and [meal](#) expense reimbursement when using a private vehicle, see those respective sections.

State Owned or Rented Vehicles

A person must have a valid driver's license to operate a state-owned or leased vehicle. Only other state employees or individuals reasonably engaged in official state business are allowed to ride in state-owned or leased vehicles. Transportation expenses for travel that is personal will not be paid or reimbursed. State law prohibits and provides penalties for personal use of a state vehicle.

When renting a vehicle, liability insurance will not be paid or reimbursed. The State of Kansas automotive liability policy automatically covers drivers while on official business. Travelers are strongly encouraged to use a University issued Procurement Card (P-card) when paying for car rentals. When the P-card is used, the traveler automatically has collision damage included. If a traveler uses personal funds to pay for a rental, only collisions damage waiver (CDW) or equivalent may be reimbursed. No other insurance or coverage will be paid or reimbursed.

Fuel for state vehicles or rented vehicles may be paid or reimbursed.

Parking fines and all violations are personal, and will not be reimbursed.

Accident Reporting Requirements

Travelers involved in an accident while operating a private, state-owned, or rented vehicle while on official business need to follow the procedures listed at

<http://www.da.ks.gov/fm/cmp/information/transition/accidents/> and notify the [KU Comptroller's Office](#).

Meals and Incidentals Expense (M&IE)

Meal expenses include all charges for meals, taxes, meal tips, associated fees, and hotel tips (baggage, porters, housekeeping, etc.) Traveling to or from restaurants is considered personal travel, and the transportation will not be paid or reimbursed. Meal expenses may be reimbursed on overnight travel where official business is at least 30 miles from the official station. In rare situations, employees may be reimbursed for one meal per day when overnight travel does not occur. For this to happen, the official employee's workday, including travel time, must be extended three or more hours beyond the employee's regularly scheduled work day. The employee's regularly scheduled work day must be included in the comments of the reimbursement. No receipts are required, and there is no provision to reimburse the employee the actual cost if the meal exceeds the per meal allowance rate.

No meals will be reimbursed while travelers are on personal time and not on official business. Additionally, meal expenses are not be reimbursed if:

1. Official business is conducted within 30 miles of the employee's official station or if a meal was provided at no cost to the employee, or
2. Expenses are incurred because the traveler resides outside the city of the official station, or
3. Travel occurred within 30 miles of the official station, or
4. The meal was provided at no cost to the traveler, or
5. The traveler does not use the most economical or advantageous mode of transportation causing travel time to be extended beyond what is usual and customary.

Employees may be reimbursed for the meal expenses of non-employee students. Reimbursement is based on the allowable meal rate limits imposed upon employees. Student employees traveling on official business are to submit their expenses in the same manner as other employees.

The rate reimbursed is based on federal CONUS and OCONUS rates loaded in the travel and expense module for specific travel locations. The rate varies by location, and is updated biannually in the travel

and expense module.

Reimbursement will be based on quarter day increments while in travel status. Travelers are entitled to the quarter they depart as well as the quarter they return. The quarters of each day are noted below:

Quarter	Time
Quarter 1	12:00 a.m. – 5:59 a.m.
Quarter 2	6:00 a.m. – 11:59 a.m.
Quarter 3	12:00 p.m. – 5:59 p.m.
Quarter 4	6:00 p.m. – 11:59 p.m.

Reduced Meal Allowance for Meals Provided at No Cost to the Employee

If meals are provided during a given travel day, the agency will reduce the M&IE rate by the amount of the meal that was provided, based on 15%, 35% or 50% (breakfast, lunch or dinner) of the daily M&IE rate. For partial days, the quarter amount is calculated first and then the meal deduction is applied.

If all meals are provided for a day, the reduction to the M&IE rate will be 100%, and there will be no allowance for incidentals expense reimbursed to the traveler.

Exceptions to Single Day Trips

Departments may allow employees one meal on same day trips provided the employee’s workday, including travel time, is extended by a minimum of three hours. Each reimbursement must identify the date, departure time, arrival time, destination, purpose of the trip, and meal requested. No receipts are required. If the actual cost of the meal exceeds the reimbursement amount, the difference is not reimbursed. One breakfast, lunch, or dinner may be reimbursed based on 15%, 35% or 50% (breakfast, lunch or dinner) of the daily M&IE rate.

Time Adjustment When Residing Outside the Official Station

Departure Time Adjustment:

1. Subtract the mileage from the official station to the destination from the mileage from the domicile to the destination to determine the excess miles driven.
2. Divide the excess miles driven by 45 miles per hour to determine the excess travel time.
3. Add the excess travel time to the actual departure time to determine the time used for computing meal allowance.

Example:

Official Station to Destination → Lawrence Campus to Airport: 58 miles

Domicile to Destination → Home in Topeka to Airport: 75 miles

$75 - 58 = 17$ excess miles

$17 \div 45 = .38$ hours (0.38×60) or 22 minutes

Actual Departure Time: 11:55 a.m. Add Excess Travel Time: 22 minutes

Departure time to use for computing meal allowance: 12:17 p.m.

Return Time Adjustment:

1. Subtract the mileage from the official station to the destination from the mileage from the

- domicile to the destination to determine the excess miles driven.
2. Divide the excess miles driven by 45 miles per hour to determine the excess travel time.
 3. Subtract the excess travel time from the actual return time to determine the time used for computing meal allowance.

Example:

Official Station to Destination → Lawrence Campus to Airport: 58 miles

Domicile to Destination → Home in Topeka to Airport: 75 miles

$75 - 58 = 17$ excess miles

$17 \div 45 = .38$ hours (0.38×60) or 22 minutes

Actual Return Time: 6:05 p.m.

Subtract Excess Travel Time: 22 minutes

Departure time to use for computing meal allowance: 5:37 p.m.

Lodging Expenses

Lodging expenses include charges for all lodging associated taxes and fees. Tips to maids, porters, doormen, and bellhops are included in the meals and incidentals expense (M&IE), and are not reimbursed separately. Taxes associated with lodging are not considered as part of the lodging limit and may be reimbursed in addition to the maximum amount established.

No lodging will be reimbursed while travelers are on personal time and not on official business. Lodging expenses are not be paid or reimbursed if:

1. Expenses are incurred because the traveler resides outside the city of the official station, or
2. Travel occurred within 30 miles of the official station, or
3. Lodging was provided at no cost to the traveler, or
4. The traveler does not use the most economical or advantageous mode of transportation causing travel time to be extended beyond what usual and customary.

Employees are not required to share rooms. However, if employees share rooms one traveler may be reimbursed for the entire room. The reimbursement vouchers for those staying in the room must be cross-referenced.

Except in situations where the travelers opt to share a room, travelers are not allowed to use personal funds and pay the lodging expenses of other travelers, and seek reimbursement. This does not apply to payment with the P-card.

Employees may be reimbursed for the lodging expenses of non-employee students. Reimbursement is based on actual receipts with the same limits imposed upon employees. Student employees traveling on official business are to submit their expenses in the same manner as other employees.

Lodging Rates

The rate permitted is based on federal CONUS and OCONUS for domestic travel and US territories, and US State department rates loaded in the travel and expense module. The rate varies by location, and is updated biannually in the travel and expense module.

In certain situations, the cost of the conference lodging may exceed the amount normally allowed. The actual amount can be paid in these instances provided the expense has been entered and approved within the travel and expense module or P-card module. This expense must have an attached copy of the conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding the state rates. If the conference is not held at or in connection with the lodging establishment, the requested amount will not be paid.

Direct Payment of Lodging

Direct payment of lodging is allowed via voucher or P-card. Pre-payment is not permitted except one night if a deposit is required. Prior to checkout, travelers must personally pay all charges for meals, room services, personal phone calls, movies, laundry, and any other personal charge.

Miscellaneous Expenses

Travelers may be reimbursed for miscellaneous expenses incurred during travel such as local transportation fares (taxis, shuttles, buses, etc.), purchase of supplies, registration fees, and other similar miscellaneous expenses identified below. A receipt for each miscellaneous expenditure is required with the travel expense. However, no receipts are required for: telephone calls, local transportation charges, unattended parking meters, and unattended toll booths.

Traveling to or from restaurants is considered personal travel, and the transportation will not be paid or reimbursed.

Kansas Turnpike Tolls

Kansas Turnpike tolls are reimbursable. With the KTAG program, receipt requirements are no longer appropriate, or practical, in all cases. The responsibility for accurate toll claims, and whether receipts are required for reimbursement, is determined by the department.

Baggage

One or two personal bags is considered reasonable, and may be paid or reimbursed if the airline charges for each piece of luggage. Charges for baggage in excess of the weight or size carried free by transportation companies are reimbursable if such excess baggage is used for official business (excess personal baggage expense is not reimbursable).

Payment or reimbursement for one or two bags is considered “reasonable” for travelers using airlines that charge for every bag. Charges for storage of the baggage are also reimbursable if related to official business. Specific justification must be submitted with the travel expense report for incurring the baggage weight and storage charges.

Telephone, Cell Phone, Fax, and Internet

Expenses for official telephone calls, faxes, and Internet access for official business may be paid or

reimbursed. Cell phone usage may only be reimbursed to employees in the Group 1 plan traveling internationally where the calls for official business cause the employee to exceed the plan's allotment of minutes. Employees in cell phone Group 2 or other travelers not in Group 1 will not be reimbursed for cell phone usage.

Purchase of Services and Supplies

Expenses incurred for the purchase of office supplies and services are reimbursable when required for official business while in travel status. Receipts are required.

Registration Fees

Registration fees paid for admittance, attendance, or participation in seminars, conferences, or other meetings are reimbursable. The official receipt should be submitted with the travel claim form for reimbursement subject to the following:

Registration fees paid to obtain personal membership or other personal benefits from an organization are not reimbursable. Memberships in organizations must be in the name of the state agency. However, that is not always possible for every type of membership. Memberships for employees where the employee's membership in an organization is a benefit to the University must use the employee's University address.

Registration fees may be paid by the employee and claimed for reimbursement on the employee's travel expense report or paid directly to the organization by the state agency. Payments directly to the organization should designate: (1) the name of the person attending; (2) the date(s) and place of the event; and (3) the total number of each type of meal included in the registration fee (i.e. number of breakfasts, lunches, or dinners). If no meals are included, the voucher should state "No meals included in the registration fee". In cases where the cost of meals is included in the cost of registration fees or provided at no cost to the traveler, the meal allowance amount must be reduced as described in the meal allowance section.

In limited exceptional circumstances, the registration fee may be reimbursed without the official receipt by entering the justification on the travel expense report explaining why the official receipt is unavailable and a statement that the claim represents a true and actual claim in accordance with current travel policies and procedures. In addition, the justification should designate: (1) the date(s) and place of the event; and (2) the total number of each type of meal included in the registration fee (i.e. number of breakfasts, lunches, or dinners). If no meals are included, the travel expense report should state "No meals included in the registration fee." The justification must be signed, not stamped, by department's travel approver.

Persons with a Disability

Employees with a disability are covered by University and State of Kansas travel payment and reimbursement policies and procedures. If the traveler requires additional assistance, such as through a personal care attendant (PCA), the expenses of the PCA cannot be paid unless there is a formal agreement between the University and the PCA to pay for such expenses. The agreement must be documented when paying for or reimbursing travel expenses.