**Travel**

The Administrative Support Center Travel Request form is to be completed and signed by supervisor PRIOR to making any purchases for travel. This form is just an estimate of expected travel costs.

When booking hotel rooms, please be aware of the approved lodging rate. You may go up to 150% of the Max lodging rate before taxes (not sales tax). So, if the rate is $120 you could go up to $180.00. If lodging is over the 150% rate, please complete a cost comparison.

This is the URL for the rates for Lodging and Meals:

<http://www.gsa.gov/portal/content/104877>

Tips for hotel staff are no longer reimbursed. They are included in the per diem rate.

What expenses are not allowed:

* Seat upgrades
* Business or First Class seats
* Travel insurance
* Early bird check in
* Food/drink
* Foundation expenses
* Sales tax (can be reimbursed where applicable)

Please request K-State’s tax exemption where eligible.

Original itemized receipts that show method of payment are needed for:

* Lodging
* Airfare
* Baggage
* Registration
* Car rental
* Fuel

A Travel Voucher will be completed after travel. The traveler needs to submit all itemized receipts along with the day/time they left and returned and if any meals were included at no cost to them.

A cost comparison is needed when:

* a single traveler drives a personal vehicle more than 400 miles out of state (compare mileage, tolls, etc to most direct airfare plus taxi, etc)
* personal time is included (compare actual flight taken with most direct flight that would have been taken)
* the flight is not the most direct route to/from an event (compare actual flight taken with most direct flight)
* a traveler opts to take a train or bus (compare the train/bus costs to most direct flight)
* a traveler opts to fly out of an airport that is not closest to the official station or domicile (compare the actual flight taken with the flight closest to the official station or domicile)
* the lodging rate is more than the state allows and it is not conference lodging (compare lodging rates between hotels in the same area)

If personal time is taken before or after a business trip the meal per diem will start or end with the day/time the meeting starts/ends.

BPC Use: When on official business travel, fuel purchase for a rental car or a state vehicle is allowed on the card. If a traveler is using their personal car, they will be reimbursed mileage and therefore would not use the BPC to purchase fuel.