

2007  
Travel Training  
With  
Instruction  
On  
New Travel Voucher  
in  
eForms

blank

Presented by:

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General Accounting 532-6202

References:  
PPM 6410

<http://www.k-state.edu/policies/ppm/6410.html>

## Reasons for changing eForms travel voucher

- Auditors reject a substantial number of vouchers.
- Budget office needs easy access to information on travel vouchers and a more consistent format of information provided on vouchers to fulfill State of Kansas Legislature requirements. Please see the next page. It is a sample of 1 page of the spreadsheet that Budget prepared for the Kansas State Legislature for FY 2006. The spreadsheet is more than 200 pages long. KSU Budget office had to manually go through travel vouchers that consisted of 8,000 trips and more than 40,000 lines of funding to prepare this spreadsheet.
- By breaking out certain pieces of information on the travel voucher, the Controller's Office is able to query fields and pull information on a timelier basis.
- The new format has more required fields, reminders, and eventually pop up reminders to help users make sure all information is on the voucher prior to sending to General Accounting, thus speeding up the reimbursement turn around time.

SGF	Other	Total	Person	Destination	Date of Travel	Reason for Travel
	128.40	128.40	Mickey Mouse	Chicago, ILL.	10/17/05-10/21/05	Attend National Federal Excess Personal Property Me
	723.54	723.54		Lansing, MI	07/11/05-07/15/05	conference
	2,219.93	2,219.93		LA, San Diego, CA	04/18/06-04/26/06	College fairs - student recruiting
	647.83	647.83		Chicago, IL	03/22/06-03/25/06	Conference
	1,265.10	1,265.10		Minneapolis, MN	10/19/05-10/23/05	IWCA annual meeting
	700.64	700.64		Lansing, MI	07/11/05-07/15/05	conference
	457.96	457.96		Minneapolis, MN	06/03/06-06/07/06	Attend meeting
	650.74	650.74		Atlanta, GA	04/12/06-04/15/06	conference
	372.38	372.38		Portland, OR	10/19/05-10/24/05	present @ conference
	235.90	235.90		Crawfordsville, IN	11/03/05-11/06/05	Guest speaker at Lew Wallace Symposium
	373.23	373.23		New Orleans, LA	07/12/05-07/15/05	conference
	1,523.56	1,523.56		Phoenix, Ariz	10/5/05-10/8/2006	Educating All of One Nation
	250.00	250.00		Portland, OR	06/25/06-06/29/06	Conference
	1,326.29	1,326.29		Orlando, FL	06/24/06-06/28/06	Food Tech Annual Meeting
	1,803.29	1,803.29		Toronto, ON Canada	04/23/06-04/28/06	Attend ASTM Meeting
	1,325.23	1,325.23		New Orleans, LA	07/13/05-07/20/05	conference
	1,095.57	1,095.57		Cincinnati, OH	07/23/05-08/01/05	ADSA Meeting
	240.62	240.62		Chicago, IL	12/01/05-12/04/05	Attend conference
	927.26	927.26		Reston, VA	05/07/06-05/09/06	Attend conference
	380.75	380.75		Salt Lake City, Utah	11/11/05-11/15/05	Attend NASULGC Annual Meeting
	925.08	925.08		State College, PA	08/16/05-08/17/05	Attended meetings for FAA Center of Excellence
335.25		335.25		Orlando, FL	06/23/06-06/29/06	present @ conference
	82.05	82.05		Bloomington, MN	03/31/06-04/03/06	Attend conference
	1,292.79	1,292.79		Indianapolis, IN	08/01/05-08/05/05	Attended & Assisted with ITAM conference
	382.70	382.70		Troy, NY	03/30/06-04/02/06	conference
	219.50	219.50		Batavia, IL	03/07/06-03/10/06	Travel to Fermilab to work on Dzero
	372.40	372.40		Chicago, ILL.	09/26/05-10/01/05	Travel to Farmlab to work on Dzero
	815.64	815.64		Chicago, IL	11/24/05-12/10/05	Travel to Fermilab to work on Dzero
	93.50	93.50		Fargo, ND	03/15/06-03/17/06	Attend Focus Group
	942.20	942.20		Salt Lake City, Utah	11/06/05-11/09/05	Attend American Society of Agronomy Annual Meeting
	837.51	837.51		Gainesville, FL	11/11/05-11/13/05	present @ conference
65.65	411.50	477.15		Ft. Lauderdale, FL	12/14/05-12/19/05	Attend Annual Entomological Society of America Mtg.
	678.15	678.15		Charleston, NC	03/01/06-03/03/06	Attend the Citadel Symposium for Southern Politics
	990.61	990.61		Ft. Lauderdale, FL	04/30/06-05/05/06	Attend American Society of Cell Biology Meeting
	1,560.44	1,560.44		Phoenix, AZ	10/31/05-11/08/05	Attend conference
617.41	187.41	804.82		Orlando, FL	05/19/06-05/28/06	Attend meeting
	2,281.45	2,281.45		Dubai, Kuwait	06/24/06-07/03/06	Recruitment
	1,284.41	1,284.41		New Delhi, India	03/03/06-03/30/06	Give lecture at International Seminar on Wheat and W
	751.59	751.59		Orlando, FL	06/24/06-06/28/06	Attend meeting
247.90	774.30	1,022.20		Ft Lauderdale, FL	12/16/05-12/19/05	Presented at conference

# NOTES

## NEW SAVABLE OSTR IN EFORMS

<p>Document Number: 241800</p> <p>Finished</p> <p>All Travel: \$0.00</p> <p><i>Kansas State University - Request For Out-Of-State Travel</i></p>	<p>Introduction <b>Header</b> Expenses Funding <b>Final Form</b></p> <p>This is to request that the following travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. Reimbursement is made in accordance with applicable regulations and can be determined only after the travel voucher has been processed by the Controller's Office and the State Division of Accounts and Reports.</p> <p>The completed form is to be maintained on file in the authorizing official's office for five years. The authorized signature and traveler can not be the same person.</p> <p>Next</p>
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When this document is created in eForms, a document number is generated, like all other forms in eForms, and that document number now becomes your travel order number. This travel order number must be the same number you use on all corresponding vouchers related to this travel, i.e. travel vouchers, payment vouchers, etc.

It is imperative that you use this travel order number on all vouchers related to this travel so that documents can be cross referenced by Controller's, Budget and other internal and external auditors.

# NOTES

Document Number: 241800

Finished

All Travel: \$0.00

*Kansas State University - Request For Out-Of-State Travel*

Introduction Header Expenses Funding Final Form

Traveler:

User Number:

Position Title:

Department:

Destination:

Purpose of Travel:

Date Leaving:

Date Returning:

Meeting Begin Date:

Meeting End Date:

Work Days Out of Office:

Days of Annual Leave:

Other KSU Travelers:

Next

Document Number: 241800

Finished

All Travel: \$0.00

*Kansas State University - Request For Out-Of-State Travel*

Introduction Header Expenses Funding Final Form

Transportation

Other Expenses \$0

Totals

Airfare

\$0

Rental Car Charges

\$0

Next

Next

Document Number: 241800

Finished

All Travel: \$0.00

*Kansas State University - Request For Out-Of-State Travel*

Introduction Header Expenses Funding Final Form

Project Name:	Project Number:	Amount:	APV/TV Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert

Next

# NOTES

# OSTR final form to be retained within your departmental files

## KANSAS STATE UNIVERSITY REQUEST FOR OUT-OF-STATE TRAVEL

Document Number **241800**  
(Travel Order Number)

User No: \_\_\_\_\_

This is to request that the following travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. Reimbursement is made in accordance with applicable regulations and can be determined only after the travel voucher has been processed by the Controller's Office and the State Division of Accounts and Reports.

Traveler: \_\_\_\_\_ Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of the travel: \_\_\_\_\_

Date Leaving: 01/18/2007      Returning: 01/19/2007      Work Days Out of Office: 0.00

Meeting Dates - Beginning: 01/01/0001      Ending: 01/01/0001      Days of Annual Leave: 0.00

Transportation Expenses - Private Car <input type="checkbox"/> State Vehicle <input type="checkbox"/> Motor Pool <input type="checkbox"/>	\$ <u>0.00</u>	Totals - Transportation: \$ <u>0.00</u> Meals: \$ <u>0.00</u> Lodging: \$ <u>0.00</u> Registration Fees: \$ <u>0.00</u> Misc. Cost: \$ <u>0.00</u> <b>TOTAL COSTS: \$ <u>0.00</u></b>
Airfare <input type="checkbox"/>	\$ <u>0.00</u>	
Rental Car <input type="checkbox"/>	\$ <u>0.00</u>	
Other Expenses - Meals - No. of Quarters: <u>0</u> Rate Per Quarter: <u>0.00</u> Lodging - No. of Days: <u>0</u> Rate Per Day: <u>0.00</u> REGISTRATION FEE - Explain: _____ MISCELLANEOUS COSTS - Explain: _____		

KSU Account(s) funding travel:				Optional -- Dept. Accting
Project Name	Project Number	Amount	APO/TV Number:	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Name of other KSU travelers: \_\_\_\_\_

Approval Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The completed form is to be maintained on file in the authorizing official's office for five years. The authorized signature and traveler can not be the same person.

# NOTES

## New Travel Voucher in eForms

Document Number: 236983

Finished

*Test Travel Voucher*

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header **Vendor** Agency Travel Detail Funding Flags Trustees Final Form

**Travel Voucher Header Information**

User Number:

Transaction Date: 1/4/2007  
(MM/DD/YYYY)

Form Title:

Next

This tab did not change.

The form title is 20 characters long and does not show on the printed voucher. It is for searching purposes only.

# NOTES

Document Number: 236983

Finished

*Test Travel Voucher*

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency Travel Detail Funding Flags Trustees Final Form

### Vendor Information

Cancel New Vendor Edit Vendor Search

Vendor ID:

Vendor Site ID:

Payment Indicator:

Vendor No/Sfx:  00

Vendor Name:

Address:

City:

State:

Zip:  -

Country:

Next

This tab did not change.

# NOTES

Document Number: 236983

Finished

*Test Travel Voucher*

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency **Travel Detail** Funding Flags Trustees Final Form

**Agency Information**

Dept Name:

Building:

Phone:

Traveler's Position:

Official Station:   
(office location)

Regular Domicile:

Travel Order No:

Use Saved Information Save This Information

Next

The only thing that changed on this tab was the travel dates were moved to the travel detail tab.

All fields are required to be filled in except the travel order number.

In the future, the travel order number field will have a check in it to verify that it is a valid number consistent with the documents numbers created in the Request for Out of State travel form.

# NOTES

Document Number: 236983

Finished

Test Travel Voucher

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency **Travel Detail** Funding Flags Trustees Final Form

**General**

**Travel Period:** This is the dates of travel. What you enter here will be used in the rest of these screens to help you provide details about the trip.

Start Date: 1/5/2007

End Date: 1/9/2007

\*Please submit one voucher per trip.

Travel included a conference?

General Destination:

Purpose of travel:

Comments:

Build Travel Detail

Next

Please submit one voucher per trip. The only exception to this rule is in-state travel that has mileage and tolls only being requested.

The general destination is 40 characters long. Please list the city in which the business took place. For example, Chicago, IL or Boston/Washington D.C.

If there is more than 1 city in the destination, that is fine as long as it was continuous travel.

Purpose of travel is 100 characters long. Please provide a consistent format such as “Attend ASTM meeting” or “Collecting mosquitoes for research”.

Comments is ~600 characters long.

# NOTES

Document Number: 236983  <b>Finished</b>  <i>Test Travel Voucher</i>  Fund Total: \$0.00  Mileage Total: \$0.00  Meals Total:  Lodging Total:  Other Total:	<a href="#">Header</a> <a href="#">Vendor</a> <a href="#">Agency</a> <a href="#">Travel Detail</a> <a href="#">Funding</a> <a href="#">Flags</a> <a href="#">Trustees</a> <a href="#">Final Form</a>
	<u>General</u> Name of Conference: <input type="text"/> City, State: <input type="text"/>
	<u>Conference</u> Conference Dates: <input type="text"/> to <input type="text"/>
	<u>Mileage</u> Requesting Actual Conference Lodging? <input type="checkbox"/>
	<u>Meals &amp; Lodging</u> Meals Included:      Breakfast      Lunch      Dinner <input type="text"/> <input type="text"/> <input type="text"/>
	<u>Other</u> <input type="button" value="Previous"/> <input type="button" value="Continue"/>
	<input type="button" value="Next"/>

The definition of a conference includes a conference, seminar, association meeting, clinic, colloquium, convention, symposium or similar gathering.

All boxes are required to be filled out.

Meal boxes are numbers only.

# NOTES

Document Number: 236983

Finished

Test Travel Voucher

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency **Travel Detail** Funding Flags Trustees Final Form

**Mileage:** Describe the mileage to be reimbursed for private vehicles. If a state vehicle was used no mileage can be claimed. Mileage rate must be set to blank to enter a vehicle number.

General

Conference

**Mileage** State Vehicle No:

Current Mileage Rate:

Meals & Lodging

Mileage per day:

Date	Miles	Vicinity Miles	Amount	Edit	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="Add"/>

Other

Mileage Rates	
Privately owned automobile	47 cents per mile
Privately owned motorcycle	30.5 cents per mile
Privately owned airplane	\$1.07 per mile

Only state vehicle no. OR current mileage rate may be selected. Cannot select both.

Purpose of vicinity miles needs to be in comments.

# NOTES

Document Number: 236983

Finished

Test Travel Voucher

Fund Total: \$0.00

Mileage Total: \$111.80

Meals Total: \$0.00

Lodging Total: \$0.00

Other Total: \$20.00

Header Vendor Agency Travel Detail Funding Flags Trustees Final Form

**Meals and Lodging:** Enter a destination if different from previous days. Enter the total reimbursable expense for lodging and meals for each day.

General

Conference Meals and lodging per day:

Mileage

Meals & Lodging

Other

Date	Dep Time	Arrival Time	Destination	Lodging Name	Lodging Amt	Meals Amt	Amount
1/5/2007					0	0	\$0.00
1/6/2007					0	0	
1/7/2007					0	0	
1/8/2007					0	0	
1/9/2007					0	0	\$0.00

Previous Continue

Next

We will be adding the following boxes as pop ups and a calculator for your use.

## Meal Allowance

	<u>Qtr. 1</u>	<u>Qtr. 2</u>	<u>Qtr. 3</u>	<u>Qtr. 4</u>
In-state	\$8.50	\$17.00	\$25.50	\$34.00
Out-of-state, regular	\$8.50	\$17.00	\$25.50	\$34.00
Out-of-state, high cost	\$9.75	\$19.50	\$29.25	\$39.00
Out-of-state, special high cost	\$11.75	\$23.50	\$35.25	\$47.00
International travel	\$12.50	\$25.00	\$37.50	\$50.00
(or actual expenses not to exceed \$81 per day)				

## Reduced Meal Allowance

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
In-state	\$8.00	\$9.00	\$17.00
Out-of-state, regular	\$8.00	\$9.00	\$17.00
Out-of-state, high cost	\$9.25	\$10.25	\$19.50
Out-of-state, special high cost	\$11.25	\$12.25	\$23.50
International travel	\$12.00	\$13.00	\$25.00

## Lodging Expense Limitations

		<u>150%</u>
In-state	\$73.00	\$109.50
Out-of-state, regular	\$92.00	\$138.00
Out-of-state, high cost	\$135.00	\$202.50
Out-of-state, special high cost	\$150.00	\$225.00
International travel	Actual	Actual

# NOTES

Document Number: 236983

Finished

Test Travel Voucher

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency **Travel Detail** Funding Flags Trustees Final Form

General **Other:** Describe other expenses. If conference registration included optional events, include a description of the benefit to K-State. If the benefit description doesn't fit in the description box, please use the comments area on the general screen.

Conference

Mileage

Other Amount	Description	Edit Remove
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Meals & Lodging

Other

Other expenses that will fall under the Other Expense column.

# NOTES

Document Number: 236983

*Test Travel Voucher*

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency Travel Detail **Funding** Flags Trustees Final Form

**Funding Information**

**Add Line:**

Order No	Line M	Amount	Project	Award	Source Org	Object	
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>

**Edit Line:**

This tab did not change.

# NOTES

Document Number: 236983

Finished

Test Travel Voucher

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency Travel Detail Funding **Flags** Trustees Final Form

**Flags**

Choose a maximum of three phrases to be stamped on your form

- Expedite
- An obligation of sponsored research project K.S.A. 76-752 and/or 76-770 exemptions apply.
- Our Department has confirmed that the expenses noted above were funded by the traveler.
- No State Vehicle Available.
- For Classroom Use
- For Lab Use
- For Research Use
- Office Supply
- Funds Collected for this Purpose.
- Institutional Membership not available.

Next

The expedite flag was removed.

# NOTES

Document Number: 236983

Finished

*Test Travel Voucher*

Fund Total: \$0.00

Mileage Total: \$0.00

Meals Total:

Lodging Total:

Other Total:

Header Vendor Agency Travel Detail Funding Flags Trustees Final Form

Add Trustee

**No Trustees Found**

Next

This tab did not change.

# NOTES

