



Business Travel Account (BTA) Information



February 2008

Kansas State University

**Business Travel Account (BTA)
Manual**

February 7, 2008

OVERVIEW

Kansas State University is participating in the State of Kansas and UMB Bank Visa Business Travel Account Program. The purpose of the Visa Business Travel Account (BTA) is to allow a more efficient and direct way of paying for travel related expenses, without any up-front cost to the traveler. The BTA can be used to purchase airfare, train, bus, Enterprise rental car, and registrations.

This manual provides the guidelines under which you may use your Business Travel Account. Please read it carefully. Your signature on the Business Travel Account Cardholder Agreement (see Appendix 1) indicates that you understand the intent of the program and agree to adhere to the established guidelines. You will be issued your business travel account card number after either a one-on-one training session or completing the online certification survey and receipt of the signed agreement by the BTA Coordinator in the General Accounting Office.

GENERAL GUIDELINES

The BTA is an additional option that may be used by University employees to pay for travel related expenses. There is one BTA per department. The individual who is in charge of the BTA in the department is responsible for making the necessary reservations or bookings. The BTA account number should not be given out to traveler's to make their own travel reservations. This is not a Business Procurement Card and should not be used to purchase items that are not authorized.

Merchant codes have been restricted to vendors that relate to travel; therefore it is possible when putting registration fees on the BTA, the charge may be declined. If your card is declined please contact your Travel Section Auditor to determine why your card was declined.

Examples of Merchant codes that have been blocked are:

- Hotels and Motels
- Restaurants
- Caterers
- Insurance Services
- Package Stores

Examples of Merchant codes that may be used are:

- Enterprise Rent-A-Car
- Passenger Railways
- Travel Agencies
- Airlines

Each BTA account is assigned an expenditure dollar limit applicable for a 30-day billing cycle, which closes on the 5th business day of each month.

For your continued use of the BTA as well as the overall success of the program please remember that the Business Travel Account is NOT intended:

- To replace the current Business Procurement Card.
- For Personal Use.

Remember that you are committing university funds each time you use the business travel card. This is a responsibility that cannot be taken lightly.

Your feedback regarding this program is important! We need to know if you have concerns, and we welcome suggestions for improvement. If you have any questions about the program or need additional information, please contact the General Accounting Office at 785-532-6202.

CARD USE PROCEDURES

How to Obtain an Account

After you have read and understand the procedures involved with the Business Travel Account:

- Your supervisor must indicate approval and advise the BTA Coordinator in the KSU General Accounting Office of any dollar limits imposed upon the card by filling out the VISA Business Travel Account Action Request Form (see Appendix 2).
- Forward the Action Request Form to the BTA Coordinator in the KSU General Accounting Office.
- The BTA Coordinator will arrange for training, acquire the account number and then notify you when the number is available.

When you receive your Account Number, always keep it in a secure place. Even though the Account Number is in the Department's name, it is the property of the State of Kansas and is only to be used for University travel expenses defined in this manual.

How to Cancel an Account

The Business Travel Account Number can be canceled by completing the VISA Business Travel Account Action Request Form (Appendix 2) and submitting it to the BTA Coordinator in the General Accounting Office.

Account Renewal

A renewal account number will automatically be mailed to the BTA Coordinator. Once the online BTA Certification Survey is completed, your renewal account information will be mailed to your department.

Failure to Use Account

An unused card is considered a security risk. If the BTA is not used on a regular basis (every three months or so), a report is generated by the Bank notifying the BTA Coordinator of the inactive card. The department will be contacted and encouraged to use the BTA. Continued failure of not using the account, could be determined as an unnecessary need for the account and may result in the account being canceled.

Business Travel Account Security

Account numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

BUSINESS TRAVEL ACCOUNT HOLDER RESPONSIBILITIES

General

The account is not to be used for commodities, repairs and installations, package delivery and shipping charges, postage, subscriptions, etc. Allowable charges include Enterprise Rental Car, airline tickets, bus tickets, train tickets, and registration fees.

Record Keeping and Documentation

Provide all necessary back-up documentation to support purchases made. Any back-up documentation not provided with the Business Travel Account Voucher needs to be kept on file with the department. Back-up documentation to support purchases needs to be available upon request.

Rejected Purchases

It is possible that the Departments may experience a purchase being rejected at the vendor's place of business when the account transaction is run through the bankcard system. This could occur for the following reasons:

- Purchase exceeds the monthly dollar limit established for the account.
- Purchase has been requested from a vendor having a merchant code not included on KSU's acceptable list of codes.

If a rejected purchase occurs, this does not necessarily mean that the cardholder has followed incorrect procedures. The requested purchase could be a valid use of the account. However the purchase could have been rejected due to the wrong assignment of merchant code by the vendor.

Additional concerns may occur if a current vendor does not currently accept VISA.

Resolving Errors, Disputes, and Credits

The Department is responsible for contacting and following up with the vendor on any erroneous charges as soon as possible. If the cardholder is unable to reach an agreement with the vendor, the next step is to contact the BTA Coordinator at 785-532-6202.

The BTA Coordinator may request the Department to complete a Business Travel Account Dispute Form (see Appendix 3) and fax (785-532-1305) or mail the completed form to the General Accounting Office.

All problems resulting from the use of the BTA must be charged to the departmental account and coded as E3999 until resolution of the dispute occurs.

Penalties

Obtaining a BTA is a privilege and must be used appropriately. Failure to follow the policies and procedures of the University and BTA program, could result in written warnings and cancellation of the account.

BUSINESS TRAVEL ACCOUNT DEPARTMENT RESPONSIBILITIES

General

The Department is responsible for acquiring proper back-up documentation and information to be kept on file. The Department's business office is responsible for

creating, editing and approving the Business Travel Account Voucher. Funding, object codes and descriptions should be verified and corrections made before the document is approved and sent to the General Accounting Office for processing.

Before approving the posted transaction, check the following information:

- Note any sales tax charged.
 - Enter a separate log entry for the tax charged and code the charge to the E3999. Work directly with the Vendor to obtain a credit/correction.

All transactions should be supported with a clear business purpose. If transactions appear that cannot be supported then appropriate measures should be taken to receive a credit from the vendor for the purchase. During the timeframe that the credit is pending, the charge should be coded to E3999.

The approved business travel account voucher and supporting documentation should be sent to General Accounting for audit and posting to the Financial Records System.

BILLING, PAYMENT AND ACCOUNT DISTRIBUTION PROCESS

General

The statement closing date is the 5th business day of the month. This usually falls on the 7th of the month. Each department will receive a statement of activity for the month at their central accounts payable office. This is to be used to reconcile your account. Concurrently, a control account statement is mailed to the General Accounting Office from which the Controller's Office will process UMB's monthly payment.

Paying the Bank

When the department receives the monthly bank statement it should be immediately given to the person in charge of reconciling the account. Department supporting documentation should be matched to the statement to verify posted transactions.

Once the proper supporting documentation is collected a Business Travel Account Voucher needs to be prepared, summarizing the transactions. The voucher must be signed by someone who has department authorized signature approval. Forward the entire package (voucher and documentation), to General Accounting within approximately two(2) weeks of the end of the BTA billing cycle, i.e. by the twenty-fifth of the following month. The voucher noted above will be used to reimburse the Controller's Office control account from which payment is made to UMB. As a result the corresponding FIS entry will not show payment information to UMB Bank.

Prompt payment is critical. With over 150 accounts in the University BTA program, reconciliation of the master bank statement can be difficult. The departments' accuracy and promptness in submitting the BTA voucher really helps in the processing of the statement and preparing for the next month.

Auditing of Business Travel Account Program

The Office of Internal Audit may conduct periodic audits to determine compliance with Business Travel Account policies and procedures.

KANSAS STATE UNIVERSITY
(AGENCY)

BUSINESS TRAVEL ACCOUNT DEPARTMENT AGREEMENT

Name of Department:	Department Business Address:
Contact Person:	Contact Person Phone Number:
Supervisor's Name and Title:	Supervisor's Phone Number:

Department agrees to accept responsibility for the protection and proper use of the Business Travel Account Card (BTA) in accordance with the terms and conditions below:

1. Department agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the BTA Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BTA.

2. If the card is lost or stolen, Department shall notify the Card Coordinator immediately.

3. Department's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.

4. **THE DEPARTMENT MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Department understands that he/she shall be personally liable for any improper use of the BTA and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase.

5. Department understands that this BTA is authorized for the purchase of:

- Conference Registration** – Limited to central office or key business unit accounts for the payment of registration fees.
- Enterprise Rental Cars**
- Airfare Tickets**
- Train Tickets**
- Bus Tickets**

6. Department understands that should his/her employment with Agency terminate for any reason, the BTA must be closed by the BTA Coordinator. Department also understands that the Agency may withdraw authorization to use the BTA at any time for any reason.

7. Department purchases must comply with state accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. The following items may not be purchased with the BTA, however, the list is not all inclusive:

Lodging
Alcoholic beverages
Food outside of registration

Personal Items
Rental cars outside of Enterprise

If in doubt that a purchase is authorized under this agreement through the use of the BTA, Department understands that they should seek prior approval from the BTA Coordinator. Such approval assumes proper use of the BTA.

8. Department acknowledges by their signature to this agreement, that they have received training in the proper use of the card; has received, read and understands the Agency's Business Travel Account Card Manual; and has read and understands this agreement.

Contact Person's signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

For Agency Use Only	
Cycle Credit Limit: _____ (not to exceed without authorization)	

Approval: Print Name: _____	Title: _____
Signature: _____	Date: _____

Approval: Print Name: _____	Title: _____
Signature: _____	Date: _____

Approval: Print Name: _____	Title: BTA Coordinator
Signature: _____	Date: _____

UMB BANK – CARD CENTER
VISA BUSINESS TRAVEL CARDHOLDER ACCOUNT ACTION REQUEST
State of Kansas / Kansas State University (Agency No. 367)

Department _____

- | | |
|--|--|
| <input type="checkbox"/> New Account | <input type="checkbox"/> Close Account |
| <input type="checkbox"/> Enterprise Acct # | <input type="checkbox"/> Update Account Information |
| <input type="checkbox"/> Airfare | <input type="checkbox"/> Emergency Account Replacement |
| <input type="checkbox"/> Request Lost/Stolen Replacement | <input type="checkbox"/> Statement Copy |
| <input type="checkbox"/> Monthly Account Dollar Limit Increase | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Change Account Address | _____ |

Monthly Account Dollar Limit

Total Dollar Limit \$ _____

Account Number: _____

Department: _____

Statement Address: _____

City / State / Zip: _____

Contact Person: _____

Contact Telephone # / E-mail Address: _____

Monthly Account Dollar Limit Increase: _____

Reason for New Account: _____

Date of Request

Department Head (Requestor) Signature

**KANSAS STATE UNIVERSITY
BUSINESS TRAVEL ACCOUNT
CARDHOLDER DISPUTE FORM**

ACCOUNT NO.: _____

MERCHANT NAME: _____

CARDHOLDER: _____

ADDRESS: _____

RETURN ADDRESS: _____

TRANSACTION AMOUNT: _____

TRANSACTION DATE: _____

REFERENCE NO.: _____

Please indicate below the reason for your dispute.

Description of item(s) disputed: _____

I am disputing this charge because: _____

After contacting the vendor, the following was / was not resolved: _____

- I did not make, nor authorize, the above transaction. I have not ordered merchandise by phone or mail, or received any goods or services.
- The amount authorized and the amount billed are different. (Enclosed is a copy of the charge that was authorized.)
- I was previously charged for this transaction. The date of the previous charge is _____
- I do not recognize this charge. Please provide any additional information for my review.

Claimant Signature

Date

Send this form and documentation to: **BUSINESS TRAVEL ACCOUNT COORDINATOR
KSU TRAVEL OFFICE
220 ANDERSON HALL
MANHATTAN, KS 66506**

FAX: 785-532-1305

EForms - Forms Menu - Internet Explorer provided by Dell

https://beaker8080/eforms/forms/index.asp?dept=Accounting&listType=All&sm=a_b

File Edit View Favorites Tools Help

Links Controller's Office - Home Customize Links SOKI Eforms Free Hotmail Outback Windows

EForms - Forms ... Kansas State Univer... Kansas State Univer... Kansas State Univer...

Logout 6051

Create New Form

- All
- Accounting
- Cashiering
- Inventory
- Purchasing
- Spa
- Savable Forms

Search Existing Forms

Form Status

Document Tracking

Vendor Search

My Account

Support

Description

- [Agency Payment Voucher](#)
- [Allocated Budget Transfer - NEW](#)
- [Application To Establish Change Fund](#)
- [Authorization for Electronic Deposit of Vendor Payment](#)
- [Business Procurement Card Voucher](#)
- [Business Travel Account Voucher](#) ← Click here
- [Cost Comparison: Airfare Vs. Mileage](#)
- [DA-06 Lost Warrant Statement](#)
- [DA-22 Moving Expense Agreement](#)
- [Encumbrance Authorization or Adjustment -\(Controller's Office Use Only\)](#)
- [Encumbrance Correction](#)

**Business Procurement Card Management
and
Business Travel Account Card Management**

Card Number: (Manage cards) Fiscal Year:

Stmt Date	Charges	Payments	Difference	Doc No	User No	Voucher No
7/9/2007	\$0.00	\$0.00	\$0.00			
8/8/2007	\$0.00	\$0.00	\$0.00			
9/10/2007	\$0.00	\$0.00	\$0.00			
10/9/2007	\$0.00	\$0.00	\$0.00			
11/7/2007	\$0.00	\$0.00	\$0.00			
12/7/2007	\$0.00	\$0.00	\$0.00	392875		
1/9/2008	\$679.53	\$0.00	\$679.53	392872 - Edit		
2/7/2008	\$1,627.50	\$0.00	\$1,627.50	392885 - Edit		
3/8/2008	\$0.00	\$0.00	\$0.00	New		
4/6/2008	\$0.00	\$0.00	\$0.00	New		
5/8/2008	\$0.00	\$0.00	\$0.00	New		
6/7/2008	\$0.00	\$0.00	\$0.00	New		

Manage Cards

Current Cards					
Description				Card Type	
- BTA - KSU BEACH ART MUSE					
Project	Award	Source	Org	Corporate	
					<input type="button" value="Update"/> <input type="button" value="Cancel"/>
- BTA - COLLEGE ARCH PLAN				Corporate	<input type="button" value="Edit Funding"/> <input type="button" value="Remove"/>
- JENNYFER D OWNENSBY				Corporate	<input type="button" value="Edit Funding"/> <input type="button" value="Remove"/>

Add Card	
Card Number:	<input style="width: 70%;" type="text"/>
Name on card:	<input style="width: 70%;" type="text"/>
Expiration date:	Month: Jan Year: 2008
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Business Procurement Card and Business Travel Account Card Management Transactions

Card: - COLLEGE ARCH PLANNING

Statement Date: 2/7/2008 ▾

Trans	Post	Vendor Name	Type	Amount
1/8/2008	1/10/2008	SOUTHWESTAIR5262355724842	Purchase	\$259.50
1/9/2008	1/11/2008	ACSA	Purchase	\$395.00
1/11/2008	1/13/2008	MIDWEST EXP 4532124319031	Purchase	\$486.50
1/11/2008	1/13/2008	MIDWEST EXP 4532124319032	Purchase	\$486.50

Document
Number:
392874

Finished

*Business Travel
Account Voucher*

Total:
\$35.46

Header Log Description Trustees Final Form

Header Information

Department Name: KANSAS STATE UNIV
CardHolder Name: KSU BEACH ART MUSEUM
Phone Number: 785-532-7718
Account Number: XXXXXXXXXX
Document Preparer: Sabrina Ritter
Phone Number: 785-532-1845
Address: 220 Anderson Hall
Statement Date: 1/9/2008
User Number: 013108

Next

Document Number: 392885

Finished

Business Travel Account Voucher

Total: \$654.50

Header Log Description Trustees Final Form

12

Posted	Tran Date	Vendor	Tran Type	Amount
1/10/2008	1/8/2008	SOUTHWESTAIR5262355724842 DALLAS	Purchase	\$259.50

Travel Order No: 123456 Travel Dates: 3/11/2008 - 3/16/2008

Traveler Name: Dennis Law Title: Associate Professor

Destination: Portland, OR Event: CACUBO Conference

Meals (Registration Only): B: L: 2 D: 1

Flight Information for Traveler: LAW/DENNIS

Dep. Date: 03/12/2008 Origin: Kansas City, MO

Class	Destination
N	Oakland, CA
N	Portland, OR
N	Kansas City, MO

Order #	Line M	Amount	Project	Award	Sourc	Org	Obj
		259.50	NMCO2SGFOE		2000	05040	E2511

[Edit Remove](#)
[Edit Flags](#)

Total funding: \$259.50 [Add Funding](#)

Posted	Tran Date	Vendor	Tran Type	Amount
1/11/2008	1/9/2008	ACSA 202-7852324	Purchase	\$395.00

Travel Order No: 231456 Travel Dates: 2/19/2008 - 2/22/2008

Traveler Name: Mickey Mouse Title: Auditor

Destination: Austin, TX Event: ACSA Conference

Meals (Registration Only): B: 3 L: 4 D: 3

Order #	Line M	Amount	Project	Award	Sourc	Org	Obj
		300.00	NXNE382321		1300	35250	E2592

Registration Fee [Edit Remove](#)
[Edit Flags](#)

95 NXNE382321 1300 35250 E2910

This is the clear benefit it KSU for being a member.

[Save Cancel](#)

[Use default funding](#) Save funding to edit flags

Institutional Membership not available.

Total funding: \$395.00 [Add Funding](#)

Document
Number:
392874

Finished

Business Travel
Account Voucher

Total:
\$35.46

[Header](#) [Log Description](#) [Trustees](#) [Final Form](#)

Posted	Tran Date	Vendor	Tran Type	Amount				
1/7/2008	1/5/2008	ENTERPRISE RENT-A-CAR MANHATTAN	Purchase	\$35.46				
Travel Order No: 331542		Travel Dates: 1/7/2008 - 1/9/2008						
Traveler Name: North Bill		Title: Guest Speaker						
Destination: Manhattan, KS		Event: SPA Big 12 Conference						
Meals (Registration Only): B: <input type="checkbox"/> L: <input type="checkbox"/> D: <input type="checkbox"/>								
Car Rental Information								
Checkout date		Renter's name						
01/07/2008		NORTH BILL						
Order #	Line M	Amount	Project	Award	Sourc	Org	Obj	
319215	1	10.00	NHHNSAC001		2080	55040	E2190	
test line with encumbrance.								Edit Remove
								Edit Flags
		25.46	NMCO2SGFOE		2160	05040	E2633	
test line without encumbrance.								Edit Remove
								Edit Flags
Total funding:		\$35.46				Add Funding		

Next



BUSINESS TRAVEL ACCOUNTCARD VOUCHER
 Kansas State University, Manhattan, Kansas
 User No:111111

Voucher No:
DocNo: 392885 R 55

Card No: 00990309	Doc Preparer: Bryan Boutz	Statement Date: 02/07/2008
Cardholder: COLLEGE ARCH PLANNING	Phone: 785-532-6202	Last Update: 01/17/2008
Phone: 785-532-5950	Dept: KANSAS STATE UNIV	

Funding summary:

Ref Doc	M	Fund	FY	Index	PCA	StOb	Project	Award	Srce	Org	Object	Amount
		5163		4500	37910	2572	NIHS410510		4500	09200	E2572	\$973.00
		6003		7000	93930	2610	NIPRSERCLR		7000	09020	E2610	\$225.39
		2062		2000	01620	2572	NMCO2SGFOE		2000	05040	E2572	\$259.50
		3044		1300	22330	2592	NXNE382321		1300	35250	E2592	\$300.00
		3044		1300	22330	2910	NXNE382321		1300	35250	E2910	\$95.00
											Total:	\$1,852.89

Transaction Total: \$1,852.89

Posted	Tran Date	Vendor	Tran Type	Amount										
1/10/2008	1/8/2008	SOUTHWESTAIR5262355724842 DALLAS	Purchase	\$259.50										
Flight Information for Traveler: LAW/DENNIS Dep. Date: 03/12/2008 Origin: Kansas City, MO <table border="1"> <thead> <tr> <th>Class</th> <th>Destination</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Oakland, CA</td> </tr> <tr> <td>N</td> <td>Portland, OR</td> </tr> <tr> <td>N</td> <td>Kansas City, MO</td> </tr> </tbody> </table> Travel Order No: 123456 Travel Dates: 3/11/2008 - 3/16/2008 Traveler Name: Dennis Law Title:Associate Professor Destination: Portland, OR Event: CACUBO Conference Meals: B:L:2 D:1					Class	Destination	N	Oakland, CA	N	Portland, OR	N	Kansas City, MO		
Class	Destination													
N	Oakland, CA													
N	Portland, OR													
N	Kansas City, MO													
Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		2062		2000	01620	2572			259.50	NMCO2SGFOE		2000	05040	E2572
1/11/2008	1/9/2008	ACSA 202-7852324	Purchase	\$395.00										
Travel Order No: 231456 Travel Dates: 2/19/2008 - 2/22/2008 Traveler Name: Mickey Mouse Title:Auditor Destination: Austin, TX Event: ACSA Conference Meals: B:3 L:4 D:3														
Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		3044		1300	22330	2592			300.00	NXNE382321		1300	35250	E2592
Registration Fee														
		3044		1300	22330	2910			95.00	NXNE382321		1300	35250	E2910
This is the clear benefit it KSU for being a member. ◊ Institutional Membership not available.														
1/13/2008	1/11/2008	MIDWEST EXP 4532124319031 KANSAS CITY	Purchase	\$486.50										
Flight Information for Traveler: LAW/DENNIS Dep. Date: 05/14/2008 Origin: Kansas City, MO <table border="1"> <thead> <tr> <th>Class</th> <th>Destination</th> </tr> </thead> <tbody> <tr> <td>W</td> <td>Boston, MA</td> </tr> </tbody> </table>					Class	Destination	W	Boston, MA						
Class	Destination													
W	Boston, MA													

W Kansas City, MO

Travel Order No: 958746 Travel Dates: 5/13/2008 - 5/15/2008
 Traveler Name: DENNIS LAW Title: ASSOCIATE PROFESSOR
 Destination: BOSTON, MA Event: RESEARCH MEETING
 Meals: B: L: D:

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		5163		4500	37910	2572			486.50	NIHS410510		4500	09200	E2572

1/13/2008 1/11/2008 MIDWEST EXP 4532124319032 KANSAS CITY Purchase \$486.50

Flight Information for Traveler: ORNELAS/WENDY	
Dep. Date: 05/14/2008	Origin: Kansas City, MO
Class	Destination
W	Boston, MA
W	Kansas City, MO

Travel Order No: 987454 Travel Dates: 5/13/2008 - 5/15/2008
 Traveler Name: WENDY ORNELAS Title: ASSOCIATE PROFESSOR
 Destination: BOSTON, MA Event: RESEARCH MEETING
 Meals: B: L: D:

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		5163		4500	37910	2572			486.50	NIHS410510		4500	09200	E2572

Dennis and Wendy are both collecting data for research project #874897.

1/20/2008 1/18/2008 FRONTIERAIR 4227105454902 ATLANTA Purchase \$220.39

Flight Information for Traveler: LANE/STEVE	
Dep. Date: 02/13/2008	Origin: Denver, CO - International
Class	Destination
G	Kansas City, MO
M	Denver, CO - International

Travel Order No: 854612 Travel Dates: 2/13/2008 - 2/15/2008
 Traveler Name: Steve Lane Title: Dept. Head Interviewee
 Destination: Manhattan, KS Event: Interview
 Meals: B: L: D:

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		6003		7000	93930	2610			220.39	NIPRSERCLR		7000	09020	E2610

Interviewing on on the 14th and 15th in the AM for the Department Head position.
 ☐ Affirmative Action Requirements have been met.

1/20/2008 1/19/2008 EXPEDIA*SERVICE FEES 800-367-3476 Purchase \$5.00

Travel Order No: 854612 Travel Dates: 2/13/2008 - 2/15/2008
 Traveler Name: Steve Lane Title: Dept. Head Interviewee
 Destination: Manhattan, KS Event: Interview
 Meals: B: L: D:

Ref Doc	M	Fund	FY	Index	PCA	St Obj	Order #	Line	Amount	Project	Award	Source	Org	Obj
		6003		7000	93930	2610			5.00	NIPRSERCLR		7000	09020	E2610

Total: \$1,852.89

<p>Department Authorized Signature _____ Date _____</p>	<p>AGENCY CERTIFICATION: I certify that the within contracted for the State under authority of law, and that the amount herein is unpaid and correct according to such contract.</p> <p>Agency Authorized Signature _____ Date _____</p>
---	--