

TRAVEL REIMBURSEMENT INFORMATION
ORIGINAL, ITEMIZED RECEIPTS AND W-9 FORM NEED TO BE ATTACHED

PAYABLE TO:

Individual or Organization Name _____

If Organization: A list of KSU students traveling on this trip must be attached.

If Individual: Student organization associated with _____

Individual's Social Security Number Or Organization's Federal Tax ID# _____

**Mandatory. This information is used for IRS tax reporting purpose, K.S.A. 76-725, I.R.S Code 6109 (a)(2)&(3)*

Address (include city, state & zip) _____

Contact Person Phone Number _____ and Email _____

Is this a Graduate Student Council Travel Grant Reimbursement: Yes or No (please circle one)

Is another department on campus paying for any part of this trip? Yes or No (please circle one)

If yes, which department: _____

Title of Event Attended (*Please do not abbreviate*) _____

Traveled To _____
(City) (State/Country)

Dates of Meeting Beginning _____ Ending _____

Departure from Manhattan Date _____ Time _____ am/pm

Arrival back in Manhattan: Date _____ Time _____ am/pm

TRAVEL EXPENSES

\$ _____ Personal Vehicle Mileage (based on State of Kansas rates)

\$ _____ Vehicle Rental/Vehicle Rental Gas

\$ _____ Airfare

\$ _____ Meal Per Diem (based on State of Kansas rates)

\$ _____ Lodging

\$ _____ Registration (only for GSC Travel Grants)

Meals included? _____ Yes* _____ No

**If yes, how many? _____ Breakfasts _____ Lunches _____ Dinner*

\$ _____ Other _____

IT TAKES THE STATE OF KANSAS 2-3 WEEKS TO ISSUE PAYMENT.

I certify the above information is true and correct to the best of my knowledge.

Signature

Date

Travel Reimbursement Guidelines:

If your organization receives funding from SGA for travel expenses the following are the guidelines for using these funds:

You must fill out the Travel Reimbursement Information Form and W-9 and submit to my office along with the following depending on what you are asking to be reimbursed for. These must be turned in within 2 weeks after traveling.

Lodging: Original, itemized paid lodging receipts and the names of the students that stayed in each room. You can just print the names on each of the lodging receipts.

Airfare: Itinerary and paid receipt with each travelers name.

Private vehicle mileage: You may claim mileage at the State of Kansas rate per mile. The State of Kansas uses Mapquest.com to calculate the mileage. You also must provide me with how many vehicles went, who drove and who were passengers in each vehicle.

Motorpool: If you need to reserve a motorpool vehicle and you have gotten SGA funds for travel then you can go through me to reserve your vehicle; otherwise you will need to go through another dept and have their accountant call me and arrange payment. You still must provide me with all the names of the students that traveled. Drivers of any motorpool vehicle MUST BE KSU employees.

Turpike Tolls, parking, shuttles, taxis: must provide an original receipt.

Meals: Based on a per diem rate provided by the State Of Kansas.