

# General Accounting Update

## INSIDE THIS ISSUE:

New Travel Rates Take Effect	
January 1 <sup>st</sup>	1
Travel ID Change Alert	2
Bare Fare Airlines	2
Holiday Break Priority Deadline	2

## New Travel Rates Take Effect Jan. 1st

The State of Kansas has announced that effective January 1<sup>st</sup>, 2016 the State Travel Policy will change to reflect federal per diem and lodging rates and standards. Kansas State University PPM Chapter 6410, *Reimbursable Travel Expenses and Forms*, will be adjusted effective January 1<sup>st</sup>, 2016 to mirror this new State policy. In an effort to help faculty and staff better understand the impact of these changes, Division of Financial Services' General Accounting office will be holding trainings during the month of January to provide an overview and answer associated questions. You may register for the training using the events calendar found at <http://www.k-state.edu/finsvcs/generalaccounting/>. The trainings will be offered at the following times:

January 13<sup>th</sup> 1:00pm -2:30pm, [Union Room 227](#)

January 14<sup>th</sup> 9:00am-10:30am, Union Room 227

January 15<sup>th</sup> 9:00am-10:30am, Online (Emphasis Extension locations and Polytechnic Campus)

A brief summary of the key changes is listed below by topic. KSU employees who will be affected by these rate changes and/or their department representatives are encouraged to attend one of our trainings for additional detail.

Rates for the contiguous United States will follow the Federal CONUS rates with Alaska, Hawaii and U.S. Territories following the OCONUS rates. International subsistence rates will follow the rates set by the U.S. Department of State. The Border City designation and rules will no longer apply.

### Subsistence Rates- Lodging

Actual lodging expenses may still be reimbursed up to the 150% rate with Department/Agency approval. The request for actual conference lodging form will still be utilized for actual lodging expenses exceeding the 150% rate at a conference or designated meeting site location.

### Subsistence Rates- Meals & Incidental Expenses (IE)

Meal and incidental expense reimbursement will be based on a quarter day system with meal per diem being provided for the quarters the traveler departs and returns. Meals provided at no cost to the employee will reduce the reimbursable M & IE based on the corresponding designated percentage rate 15%(breakfast), 30%(lunch), and 50%(dinner). Employees qualifying for same day travel meal allowance will be reimbursed for the designated meal based upon the same percentage breakdown of the daily M& IE rate.

More information regarding these rates may be found at the following links:  
Rate information: <http://www.gsa.gov/portal/content/104877> (links to OCONUS and U.S. Dept. of State located under map)

State Accounting Information Circulars:  
<https://admin.ks.gov/resources/informational-circulars/informational-circulars---accounting/fy2016---accounting-info-circs>

## IMPORTANT

**December 18<sup>th</sup>– Priority Date for Payments Needing Paid before Holiday Break**

<sup>th</sup>

**December 18 - December**

**BPCs Due**

**December 24<sup>th</sup>-January 1<sup>st</sup> – Closed for University Holiday Break**

**January 13<sup>th</sup> 1:00 pm – Training: Travel Rate Change**

**January 14<sup>th</sup> 9:00 am – Training: Travel Rate Change**

**January 18<sup>th</sup> - Banking Holiday**

**January 21<sup>st</sup>- Eforms Training 10:00 am – 12:00 pm Registration Requested**

<https://dfs.ksu.edu/events/register.aspx>

**General Accounting  
Contact Information**

532-6202

**BPC Questions:**

bpc@k-state.edu

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## Potential Travel Impact of Real ID Act of 2005

In an effort to tighten state-issued ID requirements, the Real ID Act of 2005 was created with benchmark phases to hold States accountable. One of the final phases, set to take effect January 10, 2016, includes denying individuals access to Federal Government facilities, including airports, if the state issued ID is not compliant.

Travelers with noncompliant IDs will be asked for a passport or enhanced driver's license when boarding aircraft. At this time only IDs issued by Minnesota and American Samoa are considered noncompliant as they have not sought an extension, but other state/territories have been granted temporary extensions while they work to make their IDs compliant. A complete list of states and additional information may be found at <http://www.dhs.gov/real-id-enforcement-brief>.

KSU employees who will be traveling in the next several months are encouraged to review this information to ensure their identification meets the Real ID Act of 2005 standards.

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## “Bare Fare” Airlines

As a way to protect professional enhancement travel during budget woes, companies and institutions are looking more closely at “bare fare” airlines as an economical alternative to the standard commercial airlines. This economical approach has translated into KSU employees utilizing bare fare airlines, such as Spirit and Frontier, when departing from Kansas City.

Although these can be a great opportunity to save on travel budgets, there are a few things to keep in mind. These types of airlines are referred to as “bare fare” because the base ticket price only reflects the minimum cost to get a traveler from Point A to Point B. They advertise only making the customer “pay for what they use, not what they don’t”. Each additional feature you would like adds a fee to the base fare. Bringing a carry-on, checking a bag, obtaining an assigned seat and checking in at their counter will add additional costs. The costs can be minimized by adding the requested service at the time of booking. For example, if you select to check a bag while booking, it will add \$30 to your base price. If instead you wait to check the bag at the airport check-in counter it can cost \$55. Overall, these airlines can offer budget saving fares, just be careful of the additional fees that can occur.

More information regarding Spirit and Frontier may be found at:

Spirit <https://www.spirit.com/Default.aspx>

Frontier <https://www.flyfrontier.com/>

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## Holiday Break Priority Deadline

The Division of Financial Services' General Accounting office will observe the University Holiday and be closed from December 24, 2015 to January 1, 2016. All payment vouchers received by 5:00 pm on Friday, December 18<sup>th</sup> will be prioritized for processing in an effort to have vendor payments and travel reimbursements completed in a timely fashion. Please contact us at 785-532-6202 if you have additional questions regarding these deadlines.