TRAVEL

What to do when the journey ends
OBJECTIVES

To review the following and provide a better understanding of what is needed, when and why:

• FORMS
• CODES
• RENTAL CARS
• RESOURCES
• QUESTIONS
FORMS

- Out of State Travel Request Form (OSTR)
- Travel Reimbursement Form
- Actual Conference Lodging Form (ACL)
- Cost Comparison
Out of State Travel Request Form (OSTR)

The information in Section 1 should be provided to the Office of International Programs prior to a KSU employee leaving for international business travel so that they may track them in the event of an emergency.
### Section 2

#### TRANSPORTATION EXPENSES

- **Private Car**: $0.00
- **State Vehicle**: $0.00
- **Motor Pool**: $0.00
- **Other**: $352.00

#### OTHER EXPENSES

- **Meals** - No. of Days: 6.00, Rate Per Day: 50.00
- **Lodging** - No. of Days: 5.00, Rate Per Day: 150.00
- **Registration Fee** - Explain:  
- **Miscellaneous Costs** - Explain: Taxi

#### Totals

- **Transportation**: $352.00
- **Meals**: $300.00
- **Lodging**: $750.00
- **Registration Fees**: $300.00
- **Misc. Cost**: $50.00
- **TOTAL COSTS**: $1752.00

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**KSU Account(s) Funding Travel**

| Project Name | Project Number | Amount | Optional Dept. Acting
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<table>
<thead>
<tr>
<th>Name of Other KSU Traveler(s) / Department</th>
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**Approval Requested By**

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**Department Authorized Signature**

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<th>Date</th>
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The completed form is to be maintained on file in the authorizing official’s office for five years. The authorized signature and traveler cannot be the same person.

**ADMINISTRATION STAFF:** Please send a copy of SECTION FONEY to the Office of International Programs for all International Travel.
## TRAVEL PAYMENT VOUCHER

**User No. 6012**

**Document Date:** 10/21/2018  **Modified Date:** 10/21/2018  **Trans Date:** 8/10/2018

### Vendor Information
- **Vendor Alpha Prefix:** 4073
- **Vendor Name:** TRACY McINTYRE
- **Street:** 6950 UNIVERSITY PARK RD
- **City, St & Zip:** MANHATTAN, KS 66503

### Kansas State University
- **Dept. Name:** Division of Financial Services
- **Building:** Unser Complex
- **Phone #:** (785) 532-1839
- **Position:** Supervisor
- **Official Station:** Manhattan, KS
- **Regular Domicile:** Manhattan, KS
- **Travel Period:** 8/3/2018 - 8/10/2018
- **Travel Order No.:** 999999999

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**Doc. Total:** 1,492.13

### Purpose of Travel (event):

- **2018 Travel Conference**
- **Event dates:** 8/4/2018 - 8/9/2018
- **Meals:** B: 3  L: 3  D: 2

### Lodging

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<th>Vehicle Miles</th>
<th>Destination</th>
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State Veh #: Total Miles: 284.00
X Rate per Mile: 0.545

Document Totals:
- 143.40
- 366.75
- 825.00
- 219.50
- Document Total: 1,492.13

BPC Documents: Registration: 1876593
Airfare: 1886574
Lodging:
Rental Car:
Other:

Our Department has confirmed that the expenses noted above were funded by the traveler.
All travel expenses being claimed by the traveler or paid on other vouchers are noted above.

Comments: Shuttle to/from Destination Airport & Lodging
Uber to/from business dinner with conference hosts

CLAIMANT CERTIFICATION:
I certify that the above claim is correct, due and unpaid, and that the amount claimed herein is actually due according to law.

DEPARTMENTAL APPROVAL:

AGENCY PAYMENT CERTIFICATION:
I certify that the travel and expense within was duly ordered, on official state business, under authority of law, and the amount herein is correct and is unpaid.

An Equal Opportunity Employer

Kansas State University, Financial Services Office
REQUEST FOR ACTUAL CONFERENCE LODGING

INSTRUCTIONS

1. Complete the requested information below.
2. The Division of Financial Services must be provided with conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding the applicable lodging expense limitation. The materials must also indicate the rates for lodging.
3. Submit the original form to the Division of Financial Services prior to travel.
4. Attach the approved original copy of the request to the payment voucher submitted for payment for lodging.

Return Form to:
Name: ________________________________
Dept: ________________________________
Bldg: ________________________________

(Please Type or Print)
Agency Name: Kansas State University Agency No: 36700
Employee Name(s): __________________________________________
________________________________________________________________
________________________________________________________________
Name of Conference and Venue: _______________________________________
________________________________________________________________
Location of Conference (City, State, Lodging establishment): ________________
________________________________________________________________
Dates of Conference: ________________________
________________________________________________________________
Conference Daily Rate of Lodging (attach substantiation showing rate): 
________________________________________________________________

DEPARTMENTAL APPROVAL

AGENCY APPROVAL: I certify that I have reviewed the conference materials and verified
that the lodging establishment rates exceed the allowable limitations.

Department Head __________________________ Date ______________

Agency Head __________________________ Date ______________
TRAVEL COST COMPARISON WORKSHEET
For Instructions see PPM 6410.050

Traveler________________________ Date Out-of-State Travel Requested________________________

AIRFARE VS. MILEAGE (For business travel to a destination over 400 miles)

AIRFARE:
- Mileage from official station or domicile to the nearest airport (round-trip)*
  Allowance per mile $0.545 = $________0.00 □

- Mileage from destination airport to lodging establishment (round-trip)*
  Allowance per mile $0.545 = $________0.00 □
  Or
  Designated Shuttle/Taxi Fee (round-trip)* $________ □

- Mileage between lodging establishment and event (Number of days)*
  Allowance per mile $0.545 = $________0.00 □
  Or
  Taxi/Public Transportation Fee* $________ □

- Airport Parking/Tolls $________ □

- Round trip economy airfare from the nearest airport to the airport nearest the destination* $________ □

TOTAL AIRFARE (sum of checked items) $________0.00

MILEAGE:
- Round trip mileage*
  Allowance per mile $0.545 = $________0.00

- Mileage between lodging establishment and event*
  Allowance per mile $0.545 = $________0.00

- Parking/Tolls (provide original receipts) $________ □

TOTAL MILEAGE $________0.00

*Provide backup documentation (Mapquest/Airfare quote) for expense noted and attach with this form.
*Whichever is most economical.

ADDITIONAL INFORMATION:
TRAVEL CODES

- E2511, E2512, E2513: Private Vehicle Mileage
- E2521, E2522, E2523: Rental Car
- E2531, E2532, E2533: State Car Expense
- E2571, E2572, E2573: Air, Rail, & Bus Fares
- E2581, E2582, E2583: Meals and Lodging
- E2591, E2592, E2593: Non Subsistence Items
- E2661: Conference Registration
- E2010: Postage
- E3690: Supplies
RENTAL CARS

• Effective TODAY (11/01/2018) Enterprise is the State contract provider of rental cars

• Point of contact for billing questions, invoice requests, and adjustments
  – sokenterprisehelp@ehi.com.

• Benefits Include but are not limited to:
  – Traveler pick-up and vehicle delivery services
  – No additional cost for compact car and sedan rentals for travelers aged 18-20 for in state use.
  – KSU employees are afforded the opportunity to receive discounts on personal rentals.
  – 24 Hour Emergency Roadside Assistance is available by calling 1-800-307-6666
  – Three accounts offered to meet vehicle size and insurance needs.
    • BUSINESS ACCOUNT (EXCLUSIVE) #: XZ51KSU
    • BUSINESS ACCOUNT (INCLUSIVE) #: XZ51KSC
    • LEISURE ACCOUNT #: XZ51KSP

• For more details and additional information please visit Enterprise’s table at the Vendor Fair
RESOURCES

• Links to the following are available on the General Accounting site @
  – http://www.k-state.edu/finsvcs/generalaccounting/travel.html

• Policy and Procedures Manual - Chapter 6410 Reimbursable Travel Expenses and Forms

• Travel Voucher Creation

• Travel Rates
  – Contiguous United States (CONUS)
  – Outside Contiguous United States (OCONUS)
  – International Locations

• Other Helpful Links
  – Airfare (Short’s Travel)
  – Fly America Act: Code Share
  – Rental Car
  – Mileage
  – State and County Search
  – Currency Conversion
  – Tolls
  – Taxi Calculator
QUESTIONS