



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



KANSAS STATE UNIVERSITY
REQUEST FOR OUT-OF-STATE TRAVEL

Document Number
(Travel Order Number) 1227814

User No:

Document Date: 9/12/2013

Modified Date: 9/12/2013

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 Financial Services and the State Division of Accounts and Reports.

Section 1

Traveler: Memory Buffington

Department: Financial Services

Position Title: Asst Director

Destination: Chicago, IL

Date Leaving: 8/21/2013 Returning: 8/26/2013

Event Dates - Beginning: 8/22/2013 Ending: 8/25/2013

Event Description: 2013 National Finance Conference

Purpose of Travel:
(check all that apply)

Conference

Alumni Events

Undergraduate and Graduate Recruitment

Inter-Institutional Relations

Other

Out of State Travel Request Form (OSTR)

The information in Section 1 should 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 State Vehicle Motor Pool Other \$ 352.00
 Airfare \$ 0.00
 Rental Car \$ 0.00

Totals -

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

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

KSU Account(s) funding travel:

Project Name	Project Number	Amount	Optional -- Dept. Accting APO/TV Number:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Other KSU Travelers / Department: _____

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 cannot be the same person.

ADMINISTRATION STAFF: Please send a copy of SECTION 1 ONLY to the Office of International Programs for all International Travel.

VID-
 STD-
 SMART VI-
 SMART SY-

TRAVEL PAYMENT VOUCHER

User No. 6012

Voucher No.

Document No.

1861680 R 47

Document Date: 10/21/2018		Modified Date: 10/21/2018		Tran Date: 8/10/2018												
Vendor Information				Kansas State University												
Vendor Alpha Prefix		Local Enc. #		Dept. Name:		Division of Financial Services										
No/Sfx	4073	Payment Indicator		Building:		Unger Complex										
Name		TRACY MCINTYRE		Phone #		(785) 532-1839										
Street		6950 UNIVERSITY PARK RD		Position:		Supervisor										
City, St & Zip		MANHATTAN , KS 66503		Official Station:		Manhattan, KS										
				Regular Domicile:		Manhattan, KS										
				Travel Period:		8/3/2018 - 8/10/2018										
				Travel Order No.:		999999999										
SMART				FIS												
Sfx	Dpt	Fund	FY	Budg Unit	SL	Program	Acct	Amount	Order No	Sfx	M	Project	Award	Src	Org	Object
01	01	9102		9400	9400	97001	525210	143.88				NZAS040ACC		9400	00000	E2512
02	01	9102		9400	9400	97001	525280	309.75				NZAS040ACC		9400	00000	E2582
03	01	9102		9400	9400	97001	525280	825.00				NZAS040ACC		9400	00000	E2582
04	01	9102		9400	9400	97001	525290	213.50				NZAS040ACC		9400	00000	E2592
05																
Doc. Total								1,492.13								

Purpose of Travel (event):				Event dates:			
2018 Travel Conference				8/4/2018 - 8/9/2018			
				Meals: B: 3 L: 3 D: 2			

Date	Departure Time	Return Time	Private Vehicle Miles	Destination	M&IE	Lodging		Other Expense	
						Name	Amount	Amount	Description of Other Expense
08/03/2018	6:30AM		132	WINDSOR, NEW JERSEY	44.25	Hilton	115.00	120.00	Shuttle
08/04/2018				WINDSOR, NEW JERSEY	50.15	Hilton	125.00	6.00	Tolls
08/05/2018				WINDSOR, NEW JERSEY	20.65	Hilton	125.00	45.00	Parking
08/06/2018				WINDSOR, NEW JERSEY	20.65	Hilton	115.00	42.50	Uber
08/07/2018				WINDSOR, NEW JERSEY	38.35	Hilton	115.00		
08/08/2018				WINDSOR, NEW JERSEY	38.35	Hilton	115.00		
08/09/2018				WINDSOR, NEW JERSEY	38.35	Hilton	115.00		
08/10/2018		10:00PM	132	WINDSOR, NEW JERSEY	59.00				

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

Department Head

Date

AGENCY APPROVAL:

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

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	<u> </u>	× \$0.545 = \$	<u>0.000</u> <input checked="" type="checkbox"/>
-Mileage from destination airport to lodging establishment(round-trip)*			
Allowance per mile	<u> </u>	× \$0.545 = \$	<u>0.000</u> <input type="checkbox"/>
Or			
Designated Shuttle/Taxi Fee(round-trip)*		\$	<u> </u> <input type="checkbox"/>
-Mileage between lodging establishment and event(x Number of days)*			
Allowance per mile	<u> </u>	× \$0.545 = \$	<u>0.000</u> <input type="checkbox"/>
Or			
Taxi/Public Transportation Fee*		\$	<u> </u> <input type="checkbox"/>
-Airport Parking/Tolls		\$	<u> </u> <input checked="" type="checkbox"/>
-Round trip economy airfare from the nearest airport to the airport nearest the destination*		\$	<u> </u> <input checked="" type="checkbox"/>
TOTAL AIRFARE (sum of checked items)		\$	<u>0.00</u>

MILEAGE:

-Round trip mileage*			
Allowance per mile	<u> </u>	× \$0.545 = \$	<u>0.000</u>
-Mileage between lodging establishment and event*			
Allowance per mile	<u> </u>	× \$0.545 = \$	<u>0.000</u>
-Parking/Tolls (provide original receipts)		\$	<u> </u>
TOTAL MILEAGE		\$	<u>0.00</u>

*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

E2521, E2522, E2523

E2531, E2532, E2533

E2571, E2572, E2573

E2581, E2582, E2583

E2591, E2592, E2593

E2661

E2010

E3690

Private Vehicle Mileage

Rental Car

State Car Expense

Air, Rail, & Bus Fares

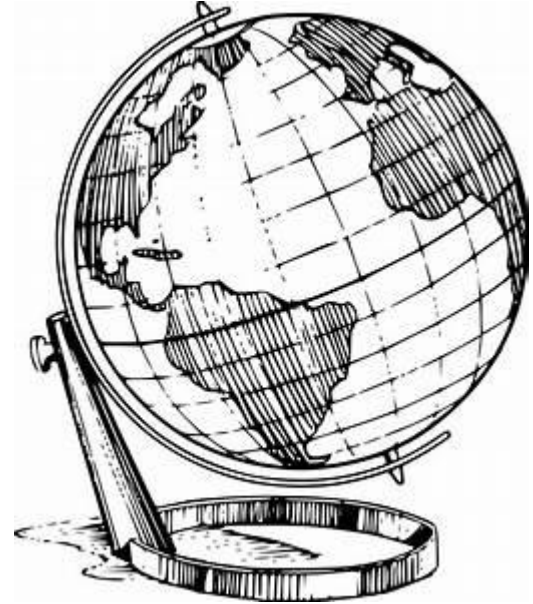
Meals and Lodging

Non Subsistence Items

Conference Registration

Postage

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

