

EXPENSE REIMBURSEMENT

Travel expenses incurred by employees are reimbursable if they are necessary to perform a valid University business purpose, are reasonable in amount, and allowable under State and University policy.

M&IE AND LODGING REIMBURSEMENT

<https://www.gsa.gov/portal/content/104877>

M&IE (Meal and Incidental Expense) and lodging reimbursement are based on the U.S. General Services Administration (GSA) published federal rates. The reimbursement rate is based on the location of business travel.

M&IE

The *standard* daily M&IE rate is \$68/day, but may be higher when traveling to Non-standard or international rate locations.

M&IE is reduced based on departure and return times as well as meals provided at no cost to the employee. Meals provided to employees at conferences and events are reduced, regardless of employee’s decision to participate.

Meal reduction for departure and return days:

Time of Departure	Quarter Day	Day of Departure	Day of Return
12:00 am – 5:59 am	Quarter 1	100%	25%
6:00 am – 11:59 am	Quarter 2	75%	50%
12:00 pm – 5:59 pm	Quarter 3	50%	75%
6:00 pm – 11:59 pm	Quarter 4	25%	100%

Meal reduction for meals provided/not claimed:

	Breakfast	Lunch	Dinner
Reimbursed % of Daily M&IE	15%	35%	50%

One-Day travel:

Single-meal reimbursement for one-day travel may be authorized by the department in limited situations, at the reduced meal allowance rates indicated previously, if the following conditions are met:

- A) The employee must be conducting business 30 miles or more from the official station, and
- B) The employee’s workday must be extended 3 or more hours beyond the regularly scheduled work day (typically 8am-5pm).

Lodging Expenses

The *standard* daily lodging reimbursement rate is up to \$110/day, based on the base rate (does not include taxes and fees), adjusting to higher amounts for nonstandard and international locations.

The daily lodging expense limitations may be exceeded by an **additional 50%** with department approval. International lodging may be paid up to amount incurred if approved by the Department.

Actual conference lodging may be paid without limit if approved by the Department and the Division of Financial Services.

Lodging purchased with a KSU procurement card may include the standard room rate charge and applicable taxes and fees. In addition, hotel parking fees and internet fees may be included when an additional business purpose is provided. *All other incidental charges should be paid separately by the traveler.*

Tips for hotel staff, such as bellhops and housekeeping, are considered part of the M&IE and are not reimbursable.

TRANSPORTATION EXPENSES

Airfare

Airfare is deemed the most economical mode of transportation when traveling to destinations outside of the State of Kansas. Generally, business class and first-class are not the most economical and are not reimbursable rates.

If a traveler chooses to drive rather than fly to a destination, a cost comparison needs to be completed in advance when such travel is to a destination that is 400 miles or more from the traveler’s official station, or official domicile; whichever is less. The cost comparison showing the justification will be required to accompany the reimbursement request.

Airline tickets for travel may be purchased using the department’s BPC. In addition, airfare can also be charged to an employee’s personal credit card; however, the traveler will NOT be reimbursed for that airfare until after the travel has occurred. When a traveler is combining a personal leg(s) of travel and business travel, the employee must either pay for personal portion separately or pay the full amount with personal funds and seek reimbursement for the business portion after the travel is complete. The BPC cannot be used to pay for airfare where a personal leg or personal destination is included in the trip. Reimbursement for travel paid for on a personal credit card requires the passenger copy of the airline ticket or a copy of the booked itinerary from the Internet.

Mileage Reimbursement for Use of Privately Owned Conveyance

Automobiles	\$0.67/mi.
Motorcycles	\$0.65/mi.
Planes	\$1.76/mi.

Mileage reimbursement rates are determined by the IRS established rate, published on January 1st of each calendar year. Mileage allowed within Kansas for motorcycles and automobiles is based on the most direct route as listed on the KDOT chart. Mileage allowed for out-of-state travel is based on MapQuest and mileage for privately owned airplanes should use air mile distance (as the crow flies) by using www.indo.com/distance.

Vicinity miles are reimbursable when a clear business purpose is identified on reimbursement voucher.

Car Rental
www.enterprise.com

Discounted car rental rates are available through Enterprise Rent A Car as part of the State of Kansas contract. You must reference the Business Account Number (XZ51KSU), when booking to obtain discount. For Rental Policy Benefits please refer to the [State of Kansas Program](#) guide, found on the travel website. In accordance with travel policies, the most economical mode of transportation must be used when traveling. Compact, standard, and mid-size cars generally accommodate a traveler's business needs and are available at the most economical rate. An **official itemized receipt** for the rental car must be submitted with all payment vouchers.

Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) are automatically included in the coverage **when paying for a rental car with a University BPC**, and *should be declined*.

Accident Reporting: When using the BPC, if you are involved in an accident or the rental vehicle is stolen, call 1-800-VISA-911 and the rental company immediately to report the theft or damage. All incidents should be reported immediately following the theft or damage, but in no event later than forty-five (45) days following the date of theft or damage.

Failure to report within 45 days will result in your department paying for all damages to the rental vehicle.

Personal Payment Method: If using a personal payment method, CDW/LDW may be reimbursed. Personal Effects Insurance (PEI) (University property only) may be chosen and/or reimbursed if needed for business reasons. All other insurances are not reimbursable.

Enterprise: Enterprise Rent A Car is the contract provider for all car rentals within the State of Kansas but any rental car company may be used. Enterprise offers discount rates for Out-of-State rentals made by KSU.

CONFERENCES

Memberships purchased in conjunction with conference registrations should be in KSU's name and the address of the department. If the membership is purchased in the name of an individual, a clear benefit to the University must be given with the request for reimbursement to determine if it will meet state and KSU guidelines.

Tours, banquets, etc. are reimbursable with an explanation indicating the business purpose of attending event and/or how this assists the mission of Kansas State University.

NOT REIMBURSABLE

1. Laundry charges, unless extended stay
2. Alcohol
3. Tobacco
4. Tips for meals and hotel staff
5. Gifts, donations, or contributions
6. Vicinity miles for meals
7. Insurance or ticket protectors on airfare, unless clear business purpose provided and supported by department authorization.

KANSAS STATE
UNIVERSITY

Employee Travel Guide

<http://www.k-state.edu/travel>

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The following information provided by:

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