EXPENSE REIMBURSEMENT

A travel request must be submitted and approved by the employee's supervisor and department head before booking any university business travel, except for in-state/border city mileage-only travel. International travel requires an additional registration and approval through the Office of Risk and Compliance.

Travel expenses incurred by employees are reimbursable if they are necessary to perform a valid university business purpose and are allowed under State and university policy. All travelers should strive to be good stewards of the funds being used for their university travel.

Reimbursements for travel expenses require a copy of the booked itinerary or itemized receipt, and payment confirmation.

Timeline

Travel Request > Book Travel > Travel > Expense Report

M&IE AND LODGING REIMBURSEMENT

Meal and Incidental Expenses (M&IE) 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 **lodging** during business travel.

gsa.gov/travel/plan-book/per-diem-rates

To claim M&IE and lodging reimbursement, a Travel Allowance itinerary must be included in your Concur Expense Report.

M&IE

The *standard* daily M&IE rate is $68/day but may be higher when traveling to non-standard or international rate locations. Refer to your Concur Travel Request's Travel Allowance to see the M&IE rates for your trip location(s).

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

Type of Day	Reimbursed % of Daily M&IE
Departure	75%
Return	75%

Meal Reduction for Meals Provided/Not Claimed:

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

One-Day Travel

One meal may be reimbursed for single-day travel, provided the department approves and 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 is 12 hours or more but less than 24 hours

If a meal is provided at no cost to the employee during One-Day Travel, the employee is not entitled to any M&IE reimbursement for that day.

Lodging Expenses

The *standard* daily lodging reimbursement rate is $113/day base rate, adjusting to higher amounts for non-standard and international locations. Base lodging expense limits may be exceeded by an additional 50% and are accounted for in Concur. Refer to your Concur Travel Request's Travel Allowance to see the allowable daily lodging rate for your trip location(s).

A department head may approve lodging exceeding the allowable rate for the event hotel if the traveler provides documentation showing their lodging was at the event location.

Lodging is exempt from state sales tax in Kansas and Missouri when paid with a university purchasing card. A copy of the university's sales tax exemptions certificate should be provided when checking in to ensure sales tax is removed. These transactions may include room charges, taxes, and fees.

Personal expenses, including but not limited to meals purchased at the hotel, are not reimbursable and should not be paid for with a university card.

TRANSPORTATION EXPENSES

Airfare and car rentals can be reserved with a Central Travel Card (only in Concur), a traveler's university card, or a personal payment method belonging to the traveler.

Airfare

Non-refundable coach/economy airfare (not basic economy) is deemed the most economical mode of transportation when traveling to destinations outside of the State of Kansas. Exceptions are listed in PPM 6410.

A cost comparison needs to be completed in advance when:

A. A traveler chooses to drive their personal vehicle rather than fly to a destination that is at least 400 miles away. A cost comparison form must be provided, and the lesser of the two modes of transportation will be reimbursed.
B. Personal travel is taken in conjunction with university travel. Comparable expenses without personal travel need to be documented, and the lesser of the two itineraries will be reimbursed.

Personal Car Mileage Reimbursement

The personal mileage reimbursement rate of $0.725 per mile is available when employees use their personal vehicle for business travel. Reimbursement can be claimed in Concur with the "Personal Car Mileage" expense type, using the mileage calculator.

On a normal workday, mileage waypoints should start from a traveler's home address or office address, whichever is closer to the destination.

Car Rental

Enterprise and National offer discounted rates, applied automatically in Concur. Enterprise is the contract provider for all car rentals within the State of Kansas, but any rental car company may be used. If booking directly from the Enterprise website, employees should use the business account number: **XZ51KSU.**

Generally, standard, economy, compact, or intermediate class vehicles can meet the business needs of travelers. If any other class is purchased, the traveler must provide substantiation for the other car class.

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

1. Accident Reporting: Call an ambulance immediately if someone needs prompt medical attention.
2. Call the rental car company to report the incident.
    a. Enterprise Damage Recovery Unit can be reached at **866-300-3238**
    b. VISA Auto Benefits can be reached at **800-348-8472**
3. Take pictures of any damage to the vehicle to keep for your records and request copies of any paperwork the rental car company asks you to complete. Obtain a copy of the police report if one was filed.
4. Contact Division of Financial Services, bpc@ksu.edu to report the incident.

CONFERENCES

Memberships purchased in conjunction with conference registrations should be made in the name of Kansas State University and reflect the department's address. If a membership is instead purchased in an individual's name, the reimbursement request must include a clear explanation of the benefit to the university. This justification is necessary to determine whether the expense meets state and university reimbursement guidelines.

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

NOT REIMBURSABLE

1. Laundry charges, unless extended stay
2. Alcohol, tobacco, and ammunition
3. Tips for hotel/service staff
4. Gifts, donations, or contributions
5. Transportation to non-business meals
6. Insurance or additional protection on travel purchases without a documented business purpose
7. Excess personal baggage
8. Any discounts, coupons, or rewards
9. Expenses for non-business purposes

Employee Travel Guide

KANSAS STATE UNIVERSITY

https://concur.k-state.edu/travel
https://www.k-state.edu/policies/ppm/6400/6410.html

This information is provided by:
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785-532-6202

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