

Travel Arrangement and Reimbursement

Please keep this checklist and turn in all appropriate receipts. Thank you for your assistance.

___ **A Travel Request Form** should be completed as soon as planning for your trip begins. This will enable us to prepare for efficient processing of your travel reimbursement.

___ **Airfare** may be purchased for you, by the Business Office, in advance of your trip, provided that an approved Travel Request Form has been received by the Business Office. If you would like your flight to be purchased by the Business Office, please also provide two or three examples of flights you might choose, so that we can purchase a flight for you that would be convenient and appropriately priced.

___ Airfare may also be arranged personally by using your credit card to book online. If you prefer to use a travel agency, you may contact Short's Travel Management at travelks@shortstravel.com, or toll-free at 800-255-3507. There are additional fees for booking your travel via Short's Travel Management. Please note that you will not be reimbursed for airfare until your travel is completed and you have provided appropriate receipts to the Business Office.

___ You may also make your own arrangements using any of the online sites available for example: Expedia.com, Travelocity.com etc, and bill it to the Department BTA card (Business Travel Card). However, you will have to contact your travel specialist for the credit card number. You must provide a copy of your flight itinerary with the price listed to your travel specialist.

___ **Lodging** arrangements are to be made with your personal credit card.

___ **If renting a vehicle**, please provide justification for the use of that vehicle versus public transportation. Supplemental insurance on rental vehicles is considered a personal expense and is not reimbursable. Loss damage waiver (LDW) and collision damage waiver (CDW) are the only two types of insurance that are reimbursable. If renting a vehicle in-state (even if you will take it out of state), you must use Enterprise Rent-A-Car (537-6000 or 537-0557).

___ **If using a private vehicle**, usage will be reimbursed at a set mileage rate of \$.47/mile, so there is no need for gas receipts. Round trip between Manhattan and KCI is reimbursed at \$122.20. If a private vehicle is used for your entire trip, an airfare quote is required as a cost comparison; the lesser of airfare or mileage will be reimbursed.

___ **KSU motor pool vehicles** are available. If you need to reserve one please call 2-6397. If you have to buy gas, the receipts should be turned into motor pool.

___ **Each Department also has its own vehicles**, if you need to reserve one please call your travel specialist to make arrangements. If you have to buy gas, the receipts should be turned into the Department for reimbursement.

___ **Conference registration** can be purchased for you, by the Business Office, in advance of your trip, provided that an approved Travel Request Form has been received by the Business Office. Please also provide a completed Registration Form for the conference.

Save and turn in these receipts:

Brochure/itinerary of Conference/Meeting

Airline itinerary (a full sheet printed from website that shows total price and how it was paid—personal check with check number or credit card type with last four digits)

Lodging

Registration for conference (including conference registration form)

Parking in attended lots

Turnpike tolls

Shuttle to KCI

If Foundation funds are used for travel, itemized meal receipts are required for reimbursement.

No need for these receipts, but please remember the amounts and purposes for the following items.

Taxi

Airport shuttle

Toll booths, unattended

City bus

Parking meters, unattended

Please remember and report exact departure and return times from/to your official station or domicile.