

**Kansas State University
Department of Computer Science**

Travel planning based on university travel policy and procedures manual (PPM)

****Travel Requests must be submitted AND approved at least 2 weeks before the start date of the trip****

Step 1: Pre-Trip Planning

❖ Determine the Need for Travel

- Confirm the necessity of the trip and justify how the trip benefits K-State.
- Familiarize yourself with K-State's travel policies outlined in the PPM, including allowable expenses, per diem rates, and travel booking requirements:
<https://www.k-state.edu/policies/ppm/6400/6410.html>.
- Estimate travel costs: transportation, lodging, meals, and other expenses. **K-State recommends that you do not book travel/pay for expenses until request is approved!**
- Obtain verbal approval from your department head or supervisor. Have them provide you with the account number (example: GEGIXXXXX.XXXX) to use for reimbursement purposes.
- Complete the online training and Graduate Student Council Travel Award request at the **same time** you submit your research to the event for consideration. If the paper is not accepted, the travel award can be canceled. Information/application is found here: <https://www.k-state.edu/grad/financial-support/travel-grants/>.



If you are awarded travel funds from GSC, you will automatically be awarded funds from Engineering Research and Graduate Programs (up to 50% of GSC award). You do not need to make a separate request. The Grad School will notify you & the ERGP office via an email message about the 15th of the deadline month. A copy of the award email must be provided when completing the travel request.

- Single Event Travel (SET) cards are available, upon approval. This card is a declining balance Visa purchasing card. The card is designed for single-use K-State Business travel expenses or for single event supply purchases (non-travel). Additional information is found on the Concur website: <https://concur.k-state.edu/expenses/>. Click "Purchase Card Manual" at the bottom of the page.

Step 2: Travel Request

❖ Create Travel Request

!! University PPM states, requests must be approved at least 2 weeks before the first date of travel !!

Faculty, staff, & student employees must complete and submit a Travel Request form via the Concur website: <https://concur.k-state.edu/>. A multitude of training material is available on the website. It is the responsibility of the traveler (you) to educate themselves how to create/submit reports through Concur. A live Zoom is available Mon-Friday. Additional information for the Zoom link is available on the Concur website. University travel policies: <https://www.k-state.edu/policies/ppm/6400/6410.html>.

- Non-Employee Travelers will complete the department's pre-travel request. The form can be found on the Computer Science web page, under Self-Service/Department Forms:
<https://selfserv.cs.ksu.edu/dashboard.php>.

- Each version (CONCUR or department's pre-travel request) requires:
 - A copy of the event's agenda &/or the event URL
 - Copies of cost estimates/quotes you used to develop your budget

Step 3: Booking Travel

- ❖ Once you have received approval for the trip, you may begin booking/reserving/confirming travel arrangements.
- Make sure you adhere to the university's lodging cost limits and take note of the per diem rates for meals and incidentals found here:
 - Continuous United States (CONUS): <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - Outside Continuous United States (OCONUS): <https://www.travel.dod.mil/>
 - International Locations: https://aoprals.state.gov/web920/per_diem.asp



When adding "Travel Allowance", indicate if any meals were provided by the event. Check the appropriate box. An unchecked box indicates you do not want to be reimbursed.

- Per Financial Services, **DO NOT book lodging through a 3rd party vendor (Expedia, Hotels.com, etc..)**! You are required to make your reservation directly with the hotel or through the conference website.
- If you book the airfare yourself (domestic only), retain a copy of the **invoice/receipt** which must show the complete itinerary and the method of payment. Confirmation emails are not acceptable.



Click the "Manage your trip" icon provided on the confirmation notification. It will take you to additional details for your flight. On that page, you can get an Invoice/Receipt.

- Use approved travel services (Anthony Travel) or travel platforms as per K-State's policy: <https://www.k-state.edu/policies/ppm/6400/6410.html>.

INTERNATIONAL TRAVEL



1. International **airfare** MUST be booked through Anthony Travel: Ph: 785-532-2200
Email: kstate@anthonytravel.com.
2. International **travel approval** from Risk Management is built into the Concur Travel Request
3. International **Travel Insurance** is provided by the University. Contact cbruna@ksu.edu for details.

- If you choose to drive to a destination that is more than 400 miles (one way), additional documentation/paperwork is required. Contact cbruna@ksu.edu.
- If you will be mixing business travel with personal travel, extra documentation/paperwork is required. Contact cbruna@ksu.edu.

Step 4: During the Trip

- ❖ Maintain Documentation

August 28, 2024

- Keep itemized receipts (showing the method of payment) of all travel-related expenses. Meal receipts are not required, but it is recommended you keep them also.

Step 5: Post-Trip Procedures

❖ Submit Expense Report

!! University PPM states, reports must be submitted within 30 days of your return !!

- Faculty, staff, & student employees must complete the Expense Report automatically generated by Concur. Do NOT create one yourself. The Expense Report must link to the Travel Request:
<https://concur.k-state.edu/>.



The documentation (receipts/confirmations/etc . .) you included with your request, do not migrate to the expense report. You must add them to the expense report.

- Non-Employee Travelers will complete the department's post-travel request. The form can be found on the Computer Science website, under Self-Service/Department Forms:
<https://selfserv.cs.ksu.edu/dashboard.php>.

- ✓ Attach all required documentation (receipts/confirmations/etc . .) as required in the steps above.
- ✓ The form and documentation must be submitted as pdf files. **NO IMAGES CAN BE PROCESSED!**

By following these guidelines, you will ensure your travel arrangements comply with K-State's policies and facilitate a smooth and efficient process for both planning and reimbursement