



KANSAS WESLEYAN UNIVERSITY

EMPLOYEE TRAVEL POLICY

Administrative Division	Business Office
Policy Title	Employee Travel Policy
Administrative Office	Business Office
Effective Date of Policy	December 1, 2013 Rev: June 1, 2023

Purpose

Kansas Wesleyan University (KWU) personnel in the performance of their job duties may be required to travel for work from time to time, depending on the nature and requirements of their job. This policy sets forth the expectations, guidelines, and procedures for costs associated with travel undertaken for the university.

Scope

This policy applies to all employees of the university, including, but not limited to, faculty, administrators, staff, and athletics. These guidelines also apply as appropriate, for travel coordinated on behalf of and/or paid for, with university funds, but where the traveler is not an employee of the university. Collectively, this group is referred to as “employee(s)” for purposes of this policy.

Applicability of Policies and Procedures and Implementation

These policies and procedures apply to all KWU employees who travel for university-related business. This amended policy is effective June 1, 2023.

Definitions

Corp Card – A KWU-issued UMB Bank Visa credit card to be used by employees for university expenses.

Reasonable Expense – Reasonable expense means a cost incurred reflecting the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made.

Reimbursable – The term “reimbursable” is used within this policy and refers to expenses that are paid via the university’s expense reporting process as reimbursement for university-related business expenses.

Policy

Employees should conduct travel with an awareness that university funds are being utilized, and therefore keep the best interests of the university in mind when arranging and booking travel. Therefore, it is each employee's responsibility to be attentive to the **reasonable and effective use of university resources** and money.

As a general matter, the quality of travel, accommodations, and related expenses should be governed by what is reasonable, appropriate, and customary to the business and travel purpose involved. The university will pay for normal, reasonable, and prudent business-related travel expenses that are incurred by employees traveling on official university business. Employees are expected to be conservative in their spending and managers are expected to be diligent and timely in their review and approval of such expenditures.

General Guidelines

- Employees are required to request authorization from their supervisor before business-related travel. Provide as much advance notice as possible to assist with budget planning and coverage during the employee's absence. If necessary, submit an Advance Travel Funds form to the Business Office.
- Employees should check with the Human Resources Office or their Department lead on which travel services are the best to use for their travel (hotel, flights, car rentals). Some conferences provide direct booking options for the attendees.
- All expenditures are expected to be supported by proper receipts and/or documentation.
- Employees should use their employee university UMB Bank Visa corporate credit card if at all possible to pay for all travel expenses, keeping receipts to reconcile their account upon return. If you must pay with your money or credit card, receipts must be kept and coded appropriately to submit to the Business Office for reimbursement by the university.
- If any part of a trip is considered personal, the personal portion of the trip and any related expenses are not reimbursable by the university. Any personal expenses incurred while on a university-related trip (i.e. personal care products, medications, personal entertainment, family care, etc.) are to be paid by the employee. If an expense could be considered personal, but was required to facilitate the business purpose of the trip, the expense may be reimbursable upon supervisory approval.
- If a university employee is traveling on university business, and a companion, not traveling on university business, accompanies them, all expenses incurred for the non-employee are not reimbursable by KWU.
- If a university employee is traveling on university business, and another university employee is traveling with them as a part of the business purpose, the expenses incurred due to the conducting of business are reimbursable. Be sure to code the expense receipts appropriate for the department to be charged.
- If the university pays for travel in any manner, and a refund is later issued, **the refund is the property of the university**. If the refund is issued directly to the employee, the employee must remit the refund to the university, to the extent it was paid for by the university.
- Personal travel rewards and frequent flier miles, earned while traveling on university business, remain the property of the employee.
- Passports and immunizations required for travel are not generally reimbursable.
- Fees charged by airlines, hotels, and other travel providers for changes made to travel arrangements (date changes, time changes, name changes, etc.) are reimbursable if the changes made were because of work-related reasons. Changes made to travel arrangements for personal reasons are not reimbursable.

- Expenses incurred due to the special needs of the traveler are reimbursable upon review and approval of your supervisor.
- Travel insurance is not reimbursable. If travel is purchased using the university's corporate credit card, insurance is provided for the employee during travel.

Corporate Credit Card

- The University offers a corporate credit card through UMB Bank that should be used for travel purposes. Any regular employee who believes they require a corporate credit card for travel may make a request for one from the Business Office by submitting the appropriate form signed by their supervisor.
- Only expenses that are eligible for reimbursement from the university may be charged to the corporate credit card. In the event non-eligible or personal expenses are mistakenly charged to the corporate credit card, those amounts are the responsibility of the cardholder. Contact the Business Office immediately to determine the best option for you to pay this personally to cover the expense.
- All university-related expenses on the corporate credit card are automatically paid to UMB Bank by the university upon proper submission and approval of the expenses.
- All expenses charged to an employee's corporate credit card are to be submitted via the university's expense reporting system (UMB Bank Visa), every month. All charges incurred in a given month are to be submitted no later than the 6th of the following month, along with any charges made on the first or second of the following month (i.e. a report submitted for the June 6th deadline needs to include all charges made in May, and the charges made on June first and second).
- UMB Bank charges must be reconciled and submitted by the due date assigned by the Business Office. Failure to do so may result in the loss of corporate credit card privileges. If a late fee is charged to the university due to the negligence of the employee, the late fee is the responsibility of the employee.
- Reimbursable out-of-pocket expenses that an employee incurs should be submitted to the Business Office promptly via the university's Expense Reimbursement Request form. These charges should be submitted within 10 days of the date of the expense.

Air Travel Guidelines

- Employees should book travel as soon as reasonable, once travel dates are determined.
- Employees should depart from the closest or most reasonable airport from their campus or home location, or where the anticipated transportation, parking, and airline costs are most reasonable.
- Employees should book **coach, non-refundable tickets**. Upgrades and first class will not be reimbursed but may be booked if done at the expense of the employee so long as there is no additional charge to the university.
- When a baggage charge is incurred, KWU will reimburse for two standard bags, or the equivalent, for the employee's luggage only. Receipts are not required for standard airline baggage charges if those charges are made on the employees' corporate credit card. A receipt is required for out-of-pocket payment of baggage charges.
- Unused or refunded airline tickets are the sole property of the university and if not re-issued to the original traveler, may be re-issued to another university employee.
- Employees should only book airfare for travel that they are reasonably sure will not be changed or canceled. If a cancellation is needed the airline (in most cases), will issue an unused ticket. Employees should be aware that to use an unused ticket on a future trip there will be an airline charge of \$100-200 that will be deducted from the original amount credited by the airline. If an employee needs to book an itinerary that they feel may need to have changes to dates or times, they should speak with their supervisor to discuss options for booking.

Vehicle Rental Guidelines

- All drivers of rental vehicles must be current university employees with approved driver status through the Human Resources Department. (*See the KWU Vehicle Use Policy*).
- Rentals are limited to the “standard” vehicle class unless circumstances dictate a larger vehicle is needed for business purposes. If an employee needs to rent a passenger van they should contact their supervisor to do so.
- Renting a vehicle instead of using a fleet vehicle or personal vehicle may be approved by the employee’s supervisor on a case-by-case basis.
- Safety guidelines include, but are not limited to no cell phone usage (unless hands-free); no texting while driving; the driver must be properly insured; driver and passengers must obey all federal/state/local laws; the driver must responsibly operate the vehicle; no alcohol or illegal substances will be used before, or while operating the vehicle.
- Fueling of rental vehicles will be done by employees at a local gas station unless, in rare circumstances, the pre-paid option with the car rental agency is warranted. Charges related to lost keys for vehicle rentals will not be reimbursed.
- When a fly vs. drive option is considered, the mileage to and from a location for an approved business purpose (along with any additional costs related to driving), will be evaluated against the cost of charges that would be associated with flying (i.e. airport fees, drivers, shuttles, parking, etc.). Employees will be reimbursed for the lesser of the two.
- Car rental vehicle insurance should be waived at the time of rental with the vendor unless circumstances dictate otherwise. The university provides proof of insurance that can be obtained from the Business Office.

University Fleet Vehicle Guidelines (*See the KWU Vehicle Use Policy*).

- Pick-up and drop-off guidelines follow KWU guidelines.
- The university has fleet vehicles available for employees to use for work-related activities and travel. All drivers using a fleet vehicle must be current university employees with approved driver status with the Human Resources Department.
- Employees who wish to use a fleet vehicle should first submit a reservation request to Admissions and/or Athletics as you know the travel dates/destination. They will provide details as to where you can collect the keys and where the fleet vehicle is located.
- Return the vehicle refilled with gasoline, and to the same lot if possible. Gasoline for fleet vehicles may be obtained using a university corporate card, or personal payment and reimbursement. Keep the car as clean as possible at all times and there is NO smoking, vaping, or alcohol use permitted inside university fleet vehicles.
- Safety guidelines include, but are not limited to no cell phone usage (unless hands-free); no texting while driving; the driver must be properly insured; driver and passengers must obey all federal/state/local laws; the driver must responsibly operate the vehicle; no alcohol or illegal substances will be used before, or while operating the vehicle.

Personal Mileage Guidelines

There may be situations in which University employees travel for work-related purposes in their personal vehicles. All drivers claiming mileage must be current university employees with approved driver status with the Human Resources Department. (*See the KWU Vehicle Use Policy*).

- Using a personal vehicle instead of a fleet vehicle or rental vehicle may be approved by the employee's supervisor on a case-to-case basis.
- Employees will not be reimbursed for mileage that is considered general travel to and from their personal home and their home office location. This includes evening and weekend travel to university-related events. All reimbursed mileage must be reasonable for business purposes. Mileage will be reimbursed according to guidelines and supervisor discretion. Mileage is reimbursed at the current university-calculated rate. Insurance of a personal vehicle is the responsibility of the vehicle owner.
- Request for mileage reimbursement must be by submitting the expense reimbursement form to the Business Office within 10 days of returning from your trip. The Business Office staff can assist you with calculating the correct mileage expense amount. Street addresses for homes, businesses, and campuses should be used to reflect the most correct mileage possible.
- When traveling to/from an airport location the employee will be reimbursed from their campus or home, whichever is the lesser of the two. If at all possible, employees should ride-share when traveling to airports or group meeting locations. Gasoline, and other car maintenance expenses, for personal vehicles, are not reimbursable and should not be charged on the university corporate card. Mileage is paid for use of personal vehicles; it may be reimbursed on a case-by-case review and approval by supervisor.
- The most cost-effective and appropriate mode of ground transportation (i.e. shuttle, taxi, mass transit) should be used according to the situation. When multiple travelers will be using an airport shuttle service, they should all be booked on one reservation to reduce the cost. Use of limousines, or other unique or special transportation, must be approved before departure by your supervisor. Reasonable effort should be made to obtain receipts for public transportation (i.e. shuttle, taxi, etc.) if the charge is an out-of-pocket expense.

Transportation - Parking/Tolls

- Employees will be reimbursed for airport parking at the park and ride rate of the airport they booked for their flight(s). No airport valet parking is to be used.
- Costs incurred due to tolls will be reimbursed only with a receipt for charges for each toll expense.

Hotel & Lodging Guidelines

- Hotels and lodging should be booked via the employee's university corporate credit card, or if required, booked through a conference planner or hotel directly.
- Conference hotels should be booked when circumstances dictate, otherwise, a comparably priced hotel (taking transportation into consideration) should be booked. Hotel reservations should be for reasonable, safe, convenient, and comfortable lodging.
- Mid-range hotels (i.e. Drury, Fairfield, Hampton Inn, and Holiday Inn Express) should be booked unless circumstances dictate otherwise. A standard room (i.e. 1 king or queen) should be booked when available. Reimbursement will only be made for a single-rate room plus applicable taxes. The employee will be responsible for any room upgrades unless the upgrade is for a legitimate business purpose.
- Employees should present tax-exempt letters when applicable. Kansas tax-exempt letters can be accessed through the MyKWU portal or from the Business Office.

- The university will only reimburse for lodging that meets hotel and lodging licensing requirements for the state in which they are operating. If extra nights are booked for personal time before or after the business trip, those charges are the responsibility of the employee.
- If a traveler's flight departs extremely early or arrives extremely late, and the employee does not feel comfortable driving at these times, the employee may book a hotel the night before or after the flight. The cost of the extra hotel night is reimbursable. Hotel offers to lower room rates for pre-payment are acceptable. Any unused funds or reimbursements are to be made directly to the university.
- Cancellation fees will be reimbursed by the university as long as the cancellation was made for a legitimate reason and the employee made every effort to cancel as soon as possible according to the situation.
- Hotel fees charged for items of a personal nature, or discretionary items, including, but not limited to movies and health clubs, are the responsibility of the employee.
- The university will pay for the use of a hotel safe or hotel internet if the charges are reasonable under the circumstances. Fees charged for damage to the hotel room or property, or loss of hotel property, are the responsibility of the employee.

Travel Expense Guidelines – Meals/Food

- A maximum food reimbursement of \$50.00 per day is allowed per employee traveling on university business. When an employee is traveling on University business for less than four (4) hours on any given day, the maximum food reimbursement is \$25.00. If an employee has food expenses exceeding the limits, the employee should make comments in the expense report to this effect, the overage will be reimbursable upon supervisor approval. If the overage is not approved the employee will be responsible for the overage. Only food consumed by the employee during the business trip is reimbursable. Alcohol and other nonfood items may not be charged toward the daily food allowance. Purchasing of restaurant gift cards is not allowed and is not reimbursable.
- Meals purchased for a non-university employee, whose role directly benefits the university in areas such as recruitment, fundraising, etc., are reimbursable, as long as the charge is reasonable and approved by the employee's supervisor.
- If an employee is attending a conference where meals are provided, it is the general rule that the employee will take advantage of the meals provided. If this is not possible, the employee will be reimbursed for the meal(s) charged upon supervisor approval.
- When submitting an expense report including meals with multiple attendees, the attendees must be listed, as well on the receipts uploaded to reconcile your university corporate credit card expenses.

Travel Expense Guidelines – Tipping and Gratuity

- Customary tips may be paid for transportation, food service, and baggage services, and are reimbursable to the employee **up to 20%** of the meal or service.
- Employees are encouraged to be aware if any business "pre-adds" the tip on the bill as a service charge, making an additional tip unnecessary.

Travel Expense Submission for Reimbursement

- All university travel-related expenses are to be submitted for reimbursement via the university's expense and travel reporting system and forms, within 10 days of the end of the travel.
- If an employee has lost, or is waiting on a receipt, they should print out, fill in, and attach a Missing Receipt form as their receipt. This document may be accessed by going through the MyKWU portal.

- Credits or refunds for travel-related expenses will come into the employee's corporate credit card account as negative amounts. (Be sure to account for these in any expense report prepared for this travel.)

Business Office Contact: For further information about KWU business travel and related expenses, please contact the Business Office at 785.833.4348.

Addendums included as part of this policy:

Addendum A: Procedures for Airport Travel

Addendum B: Request for Advance Travel Funds

Addendum C: Travel Expense Report Form

Addendum A

Procedures for Airport Travel

Those leading university groups traveling by air agree to adhere to the guidelines provided below to ensure the successful completion of the trip:

1. Group reservations (10 plus people) do not always allow early check-in online. This means that leaders need to prepare to arrive at the airport in time to physically check everyone in at the main desk.
2. KWU sometimes hires local drivers to transport groups to the airport. Even though it makes sense to assume that local drivers know how long it will take to get to an airport, leaders need to set the time of arrival themselves and allow extra time for any possible traffic delays.
3. The suggested **time of arrival at an airport is at least 3 hours ahead of departure**, especially for international trips. In past years, it worked to take this traditional standard less seriously, since airport wait time had decreased in most cases. Now, with recent issues regarding immigration, airport wait times are longer, especially in the earlier morning and evening.
4. Review airport maps ahead of travel, especially if traveling internationally. The boarding gate might be a long distance from the original check-in counter. It is not wise to stop along the way to eat or shop before locating the actual departure gate. It's best to go as a group and find the gate, set a time for the whole group to reconvene (far in advance of the boarding time), and then use restrooms or get any necessary refreshments.
5. It is also important to look ahead for any airport construction, closed terminals, or other issues that could contribute to the extra wait time.
6. Set the wake-up time and group breakfast/meeting time at least a little earlier than necessary on departure mornings. This will help prevent issues if someone oversleeps.
7. Require students to organize identification items the night before, so that one person does not delay the whole group by trying to locate these items right before departure.

Addendum B

Request for Advance Travel Funds Form

I hereby request the sum of _____ dollars (\$_____) to be used by me as advance travel funds to travel on university business to _____ (City), _____(State).

I plan to leave on _____ (date) and return on _____ (date).

I intend to make this trip for the following purpose:

I hereby agree and promise to repay the said amount within ten (10) working days following my return from this trip or allow the funds to be deducted from my monthly payroll.

Requested by: _____

Date of request: _____

Approved by: _____

Budget Account Number: _____

Advance travel funds are made available to people traveling for and on behalf of Kansas Wesleyan University. Any requests for monies from this fund for any other purpose, or failure to pay timely the funds so advanced are in violation of the spirit and intent of this privilege. All advance travel balances must be cleared annually by the close of our fiscal year, which is June 15.

SUBMIT THIS FORM TO THE BUSINESS OFFICE.

Addendum C

Travel Expense Report Form

NAME _____

ID # _____

	SUN	MON	TUES	WED	THURS	FRI	SAT
Date							
Breakfast							
Lunch							
Dinner							
Hotel/Motel Chgs							
Auto Used?--Rental, Personal, University							
Auto Expense							
Other Expense							
Total Expense							

Explanation:

Balance Forward	
Total	
Expense Advance	
Balance Due	

Charge Acct. #

	\$
	\$
	\$
	\$

Total Expense		\$
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Please attach all invoices, ticket stubs and other receipts.

Employee Signature _____

Supervisor Signature _____

Date _____

Date _____