**Travel Requirements**

Here is the important information and requirements you will need to know for departmental travel arrangements and reimbursements. Read through the information **BEFORE** booking your trip!! Please see the link below to the K-State Policy and Procedure Manual for all rules and regulations.

<http://www.k-state.edu/policies/ppm/6400/6410.html>

IMSE travel request forms should be filled out **prior** to traveling. This form can be picked up in the IMSE office. You need to include your exact departure and return date and time from/to Manhattan along with the actual conference/meeting dates in order to get your per diem reimbursed correctly. The per diem link is below to help you fill out the request form.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Graduate students traveling need to read through the Graduate Student travel information on our webpage before filling out travel forms.

<https://www.imse.ksu.edu/grad/handbook/>

**Airfare:**

You may make your arrangements using any of the online sites available; for example: Expedia, Travelocity, etc. You may use the department BPC for airfare, however, you will have to contact the IMSE office to request using the Department BPC and it will need to be used in the IMSE office. Travel Requests should be completed before requesting the use of the BPC for airfare.

1. You may also use your personal credit card to book your flight and in some instances it may be required (such as personal travel requiring a separate destination/leg of the flight). Please note that you will not be reimbursed for airfare until your travel is complete and you have provided appropriate receipts to the IMSE office. Receipt must to include all flight times and prices.
2. You will only be reimbursed for economy seats. Seat assignments and travel insurance are not reimbursable.
3. For baggage reimbursement, you must include a baggage receipt that includes name and amount.

**Lodging:**

All lodging arrangements are to be made with your personal credit card. For reimbursement you must have the itemized receipt from the hotel showing it has been paid. Please see the per-diem link above for the State’s maximum allowable room rates.

**Driving:**

If driving a personal vehicle out of state, you must justify and provide a cost comparison for air travel. If you are unable to justify the use of your private vehicle over flights, you will be reimbursed the lesser amount of the mileage rate or the airfare cost comparison. Miles are reimbursed at a set mileage rate. When driving on a toll road, tolls **MUST** be paid. Please read road signs for directions. You may either stop and get a ticket and ask for a receipt to bring back or you may use your own personal toll road tag (if you have one) and print receipts from your account page. **DO NOT GO THROUGH WITHOUT PAYING THE TOLLS!!**

**Motor Pool Vehicles:**

K-State has motor pool vehicles available. Please contact the IMSE office to reserve your vehicle. Please keep fuel receipts and turn in to the motor pool office.

**Vehicle Rental:**

You must justify the use of a rental vehicle vs. public transportation or paid services(Uber/Lyft/Taxi). Supplemental insurance on rental vehicles are considered a personal expense and NOT reimbursable. Loss damage waiver(LDW) and collision damage waiver(CDW) are the only two types of insurance that are reimbursable. Enterprise Rental is now our contracting provider for rental vehicles. Please see the IMSE office for information if you plan to reserve a vehicle through Enterprise Rental. An itemized receipt is needed.

**Meals:**

Meals will be reimbursed on a per diem basis. There is no need to save your receipt **UNLESS you are being reimbursed by a Foundation account.** If you are unsure, check with the IMSE office before travel or save receipts just to be safe since your source of funding determines which receipts are needed.

**Save and turn in:**

1. Brochure/Itinerary of Conference or Meeting including list of conference dates & meals included
2. Itemized Lodging Receipt from Hotel
3. Conference registration receipt
4. Toll road receipts
5. Shuttle to/from airport receipts
6. Parking receipts
7. Transportation receipts (Uber, Lyft, bus, etc.) to and from conference site, airport and hotel only.

**The state will reimburse at the most economical rate for travel.**

**All reimbursements must be business related!**

We are glad to help if you have any questions. Please ask if you are unsure. You can reach us at 532-5606 or email at dharper@ksu.edu or visit the Department Office at 2061 Rathbone.