**TRAVEL FAQs**

**GENERAL:**

1. What should be reported on an expense report?
   1. All expenses associated with official University business should be reported on the expense report regardless of when or how the expense was paid. Expenses above the approved travel amount should be reported and then reduced from the amount to be reimbursed.
2. Can we use Travel Leaders for booking official University business travel?
   1. No. The University does not have a contract with Travel Leaders for university business travel. The current contract with Travel Leaders is only for faculty recruitment.
3. Will there be a travel agency to help with bookings? Not at this time.
4. How do we show entertainment, i.e. a traveler takes an alumni and potential donor out to eat while in travel status?
   1. The traveler would mark the box for the meal on the travel expense report showing it as being provided.
   2. Tip no more than 20% of the pre-tax total.
   3. Submit the itemized receipt with the expense report, including on it:
      1. Names of those eating and
      2. Business purpose of the meal.
   4. List the amount to be reimbursed in the Internet/Other column on the travel expense report.
5. Can student organizations get a p-card? No.
6. If a personal charge was accidently processed on the University credit card or if the travel advance was actually more than the allowable amount how would the traveler reimburse the University?
   1. The traveler may request their travel expense reimbursement be reduced by the amount due the University. OR
   2. The traveler may write a check or provide cash to their Department to deposit. If the traveler would prefer to pay with a credit card, they would need to obtain the completed deposit form from their Department and take it to the Cashier’s window to make the credit card payment.
7. How do I receive reimbursement for items I had to purchase for business purposes while traveling, i.e. office supplies, wifi, etc. You may use a university credit card for the purchase, obtain an itemized receipt, explain the business purpose of the purchase and include the amount in the “Internet/Other” column of the expense report. If using personal funds, include an itemized receipt, explain the business purpose of the purchase and include in the “Internet/Other” column of the travel expense report.
8. The conference hotel is booked and I made arrangements close by, but will require me to take an Uber/taxi to the conference each day. May I request reimbursement for these charges? Yes. Provide an itemized receipt with your expense report.
9. I am traveling to multiple locations for official University business, which per diem should I use? The per diem should represent where you are sleeping that day.
10. When I chose the departure and return time on the expense report, does this include travel time to/from the airport. Yes. The official departure and return time should begin as soon as you leave for the travel.
11. Sometimes I receive a flash sale from Southwest in the evening and only have a few hours. How can I take advantage of this and save the University money? It is encouraged to use a University p-card. If you do not have one and use a personal card, please realize you will not be reimbursed for the purchase until after the travel when you submit the travel expense report.
12. If I use a personal credit card for travel expense which are not being reimbursed by the University, but are official University travel costs how do I show this on the travel expense report? All official University travel costs should be included on the expense report, therefore, please list the expense in the appropriate section of the form. Explain in the Purpose of trip field the amount which was paid with personal funds as it was not approved by the University.
13. I am traveling with a group and one individual will be making the travel arrangements and charging them to a University p-card. How do we account for this on the travel expense report? When processing the University credit card payment, please list those traveling in the comment section and then split the cost among the FOAPAL(s). Each traveler would show their portion of the cost on the travel expense report and show it as being paid with the p-card.

**KCI PARKING:**

1. I will be traveling from the KCI airport, where should I park? The University will pay for the Park Air Express outdoor parking for travel related to non-grant funds. Grant funds require the least expensive rate, therefore, you may only claim the economy parking rate for grant funded travel.
2. Does the University have a corporate account for the Park Air Express at the KCI Airport? The University has submitted for this and more information will be provided once this has been approved.

**LODGING:**

1. Can traveler’s request Government (GSA) rate’s when making lodging reservations? Yes. Washburn University is considered a political subdivision and is a publicly funded university.
2. Can the conference lodging rate be reimbursed instead of the lodging per diem? Yes. The conference agenda including the conference rate must be attached to the expense report.
3. May I stay in a Airbnb or VRBO and obtain the GSA per diem rate? Yes, you may, but if the rate is higher than the GSA rate, you will be reimbursed the GSA rate or if attending a conference, up to the conference rate. The conference agenda including the conference rate must be attached to the expense report.
4. I am attending a conference, but the conference hotel is already sold out. What should I do? Proceed with making lodging arrangements and the University will provide reimbursement up to the conference rate. The conference agenda including the conference rate must be attached to the expense report, plus a statement from the conference hotel stating the conference was sold out.
5. What if my actual lodging expense which I paid is less than the GSA rate?

You will be reimbursed for the actual amount spent for lodging, up to the GSA rate. See additional FAQ questions for allowable exceptions.

1. I plan to stay additional days for personal travel, how do I split the payment? When making the hotel reservation, request to have the personal days on a separate credit card.

**MEALS AN INCIDENTIALS:**

1. There are multiple meal per diem rates listed for the state/country I am traveling to, which rate should I use? Use the rate for the town you are traveling to, if it is not listed, use the “Standard Rate” for US travel and the “Other” rate for international travel.
2. Will itemized meal receipts be required? No. The only time an itemized meal receipt would be required is if a traveler conducts official University entertainment and takes someone out to eat while in travel status.
3. For grants will an itemized meal receipt still be required? No
4. Do continental breakfasts or heavy hour devours count as a meal? No.
5. When meals are included does the reduction include the incidental rate? Yes.
6. I am attending a conference and all meals are being provided for a day, will I receive a Meals and Incidentals per diem for the day? No.
7. Conference meal doesn’t meet health/religious needs, can I request the per diem rate instead? First, request of the conference a meal which mets your dietary needs. If this is not available, request approval from your supervisor to eat elsewhere and obtain the per diem rate. If approved, this needs to be stated on the expense report in the Purpose of trip/Explanation of “Internet & Other” Expenses and you would not click the meal as being provided.

**P-CARDS:**

1. What is the difference between University credit card, p-card, one card? None. These all reference to the credit card issued by Washburn University.
2. How do I request a p-card? Complete the Application available on the Purchasing website <https://www.washburn.edu/faculty-staff/purchasing/_files/Washburn-University-One-Card-Application.pdf> and send to Purchasing.
3. How long does it take to receive a p-card? Allow up to two weeks from the time the completed application is submitted to Purchasing.
4. If my travel will exceed my daily limit or monthly limit what should I do? At least two weeks prior to the trip, complete the increase request form available at <https://www.washburn.edu/faculty-staff/purchasing/_files/Washburn-University-One-Card-Application.pdf> and send to Purchasing.
5. I have heard there is an issue with P-cards and fraud, what happens if this occurs? Call the number on the US Bank card as soon as possible to report the fraud. After contacting US Bank, contact Purchasing.

**SAME DAY TRAVEL:**

1. I travel but most trips I return each day to my official work station. Am I allowed to claim meals when I return the same day? Yes. One meal may be reimbursed when the employee is required to travel on official university business for over five (5) hours. A second meal may be reimbursed when the employee is required to travel on official university business after ten (10) hours or more.

**VEHICLE RENTALS:**

1. Do I need to pay for the vehicle rental insurance offered by the rental agency?

This depends on the location where you are obtaining the rental. If the rental is in the United States, you do NOT need to purchase this additional insurance. If the rental is in a foreign country, you SHOULD purchase this additional insurance.

1. How do I obtain a copy of the University vehicle insurance for rental vehicles used in the United States? This certificate of coverage may be found on the Finance site.
2. Does the University vehicle insurance cover student drivers on official university business? University insurance for students is identical to coverage for employees. Coverage applies only when on official university business and while operating a rental or a Washburn University owned vehicle.
3. I am renting a vehicle; may I use the University credit card for fuel purchases for this rental? Yes. Please retain the itemized receipt to upload when processing the payment.
4. I am carpooling with others to an event, how should the payment be processed and how should this be listed on the travel expense report? When processing the University credit card payment, please list those traveling in the comment section and then split the cost among the FOAPAL(s). Each traveler would show their portion of the rental cost on the travel expense report and show it as being paid with the p-card.
5. May I rent a vehicle for my commute to the KCI airport? No. Vehicle rentals will not be reimbursable to or from the KCI airport.