

2. Mileage

- ◆ Must use the Mileage Calculator to input all personal car mileage (use exact addresses).
- ◆ Be sure to click the **Deduct Commute Miles** checkbox if leaving from or returning to residence rather than campus. This does not apply to weekend or holiday travel dates.
- ◆ If your actual mileage was different than the calculated mileage due to detours, locations with no address, etc., you may change the calculated distance and use the **Comment** field to explain the difference. This distance MUST be a whole number!

3. Conferences

- ◆ Traveler must deduct meals provided in the registration fee paid by the University; this applies even if the traveler decides not to eat the meals. In that case, the traveler must provide an explanation and receipt for the actual meal expense.
- ◆ “Continental breakfast” and “banquets” are considered meals—at the conference.
- ◆ A reception is not considered a meal.
- ◆ Conference agendas must be uploaded or faxed in the Expense Report as a receipt image.

4. Foreign Travel

- ◆ Itemized hotel receipts are required.
- ◆ Expenses are converted to US dollars in Concur. The exchange rate defaults based on your travel dates, but can be modified if your actual rate was slightly different. Provide a Comment for any changes to the system rate.

5. Receipts

- ◆ Receipts uploaded or faxed to your Expense Report in TMS must be legible.
- ◆ Receipts Required for:
 - a) Airline Fares (out of pocket)
 - b) Hotel expenses
 - c) Rental Car expenses
 - d) Meals unless claiming per diem
 - e) Visa/Passport Fees
 - f) Registration Fees

- ◆ Receipts not required if less than \$25 for:
 - a) Gas for rental cars
 - b) Parking
 - c) Tolls
 - d) Mass Transit
 - e) Taxi & Airport Shuttles

III. TRAVEL REGULATIONS

Copies of the Travel Policies can be found at the following websites:

- [Board of Regents Travel Policy](#)
- [State Travel Regulations](#)
- [KSU Travel Policy](#)

IV. OTHER HELPFUL WEBSITES LINKS

Concur Login page:

<https://www.concursolutions.com>

KSU Travel Training page:

<http://www.kennesaw.edu/finance/accounting/traveldocumentation.html>

Federal Per Diem

<http://www.gsa.gov/portal/category/21287>

Car Rental Cost Comparison

<http://ssl.doas.state.ga.us/vehcostcomp/>

Hotel/Motel Tax Exemption

<http://www.kennesaw.edu/financialservices/forms/hoteltaxexemptionform.pdf>

International Per Diem Rates:

[http://aoprals.state.gov/content.asp?](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

[content_id=184&menu_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

Buttons and Icons : <http://www.kennesaw.edu/finance/files/8.01%20Buttons%20and%20Icons.pdf>

Travel Expenditures Payment Decision Matrix:

<http://www.kennesaw.edu/finance/files/traveldecisionmatrix.pdf>

Who to call:

- * Send an email to travel@kennesaw.edu
- * Call the Travel Hotline 470-578-4394
- * The department's Business Manager.



TRAVEL MANAGEMENT and CONCUR POCKET GUIDE

*Helpful Information
For KSU Employees*



Questions?

Send an email to:

travel@kennesaw.edu

I. CONCUR MODULES

1. [Travel Requests \(Job Aid Section 2.00\)](#)

- ◆ Create a new Travel Request for any overnight and/or out-of-state travel prior to traveling.
- ◆ Do not book any travel without an approved Travel Request.
- ◆ Estimate all trip expenses and enter into appropriate trip Segment.
- ◆ Allocate the expenses, if needed.
- ◆ **Pre-Paid Registration** segment should include registration or any expense prepaid by P-Card or OwlPay.
- ◆ **Be sure to add ALL necessary approvers before you submit!**

2. [Cash Advances \(Job Aid Section 3.00\)](#)

- ◆ Requests should be made no less than 5 days prior to trip start date, but no more than 30 days.
- ◆ Cash Advances through Concur should be for Travel only.
- ◆ List the purpose of the cash advance and expenses it will cover in the **Comment** section.
- ◆ Requests are submitted to default manager only for approval. **No other approvers can be added.**
- ◆ Cash Advances for domestic travel are available to an employee whose current annual salary is \$50,000 or less.
- ◆ Cash Advances will be reconciled in your Expense Report when you return from trip.

3. [Travel Expense Reports \(Job Aid Section 5.00\)](#)

- ◆ Expense reports should be submitted through Concur between 3-10 days from completion of trip.
- ◆ Attach the appropriate approved Travel Request to the Expense Report.
- ◆ Company Paid (or Smart Expenses) AND related Travel Agent Fees must be Imported into appropriate Expense Report.
- ◆ Allocate the expenses, if needed.
- ◆ If a Cash Advance was taken, reconcile it in the Expense Report.
- ◆ Reimbursements will be made via direct deposit based on your ADP account information.
- ◆ Do not add pre-paid registration or lodging to report.
- ◆ IRS regulations state that expenses must be submitted within 60 days of the end of trip or the reimbursement becomes taxable income.

Be sure to add ALL necessary approvers (above the back office approver) before you submit!

I. CONCUR MODULES

4. [Booking Travel through Concur \(Job Aid Section 4.00\)](#)

State Policy **requires** all airfare, rental car and hotels to be booked through Concur or by calling Travel, Inc. at **877-548-2996** It is the traveler's responsibility to use most economical means of travel (**decision must be based on comparison of airfare vs. driving personal vehicle vs. driving rental car**) See [Vehicle Cost Comparison](#) website.

Airfare

- ◆ Flight results with a **Green** reserve button are policy compliant. Flight results with a **Yellow** reserve button, are outside of policy and require an explanation for booking.
- ◆ Flights booked with less than 14 day advance purchase require a written explanation for the booking delay.
- ◆ Traveler will receive 2 emails after booking. First, from Concur confirming reservation. Second, from Travel, Inc. with e-Itinerary ticketing confirmation.
- ◆ After you book airfare, the expense and fee will be billed directly to KSU and posted to your Concur account as an **Available Card Charge**. It will need to be Imported to the Expense Report.
- ◆ Changes and cancellations must be done by calling Travel, Inc. at 877-548-2996.

Rental Cars

Enterprise can be used for in-state. Rentals are billed direct to KSU. This expense will be posted to your Concur profile and you will have to import it to the Expense Report.

Hertz MUST be used for out-of-state and/or airport pickup. It can also be used for in-state travel.

Use the [Car Rental Cost Comparison](#) form to determine if a rental vehicle is more cost effective than a personal vehicle. <http://ssl.doas.state.ga.us/vehcostcomp/>

Vans may be rented for more than 4 travelers.

Lodging

- ◆ Reservations must be made through Concur, however, *you are permitted to book directly with the hotel if you are securing a conference rate.* When booking in Concur: Enter conference rate and/or code and rate in the **Notes to Travel Agent** section to receive conference rate.

- ◆ If your conference hotel is not listed as a search result, either call Travel, Inc. or book directly with the hotel.
- ◆ Requires an itemization on the Expense Report.
- ◆ Justify phone calls and/or internet use with business purpose.
- ◆ Be sure to present the [Hotel/Motel Tax Exemption form](#) for lodging within the State of Georgia to be exempt from Occupancy tax.
- ◆ Lodging expenses are allowed when the destination is located more than 50 miles from **both** headquarters and residence. Written pre-approval required for lodging within this radius and must be submitted with Expense Report.
- ◆ Lodging is not directly billed to KSU. (See [Travel Decision Matrix](#) for payment options.)

II. GENERAL GUIDELINES

Meals (Per Diem)

Per diems, or Travel Allowances, are automatically calculated in the Concur system based on your trip itinerary. Make sure you properly chose "In-State" or "Out-of-State"!

Per diem rates include both the cost of meals and expenses.

In-State Travel (low-cost areas) \$28.00 per day:

Breakfast = \$ 6.00

Lunch = \$ 7.00

Dinner = \$15.00

In-State Travel (high-cost areas) \$36.00 per day:

Breakfast = \$ 7.00

Lunch = \$ 9.00

Dinner = \$20.00

(Chatham, Cobb, DeKalb, Fulton, Glynn, and Gwinnett counties only)

All overnight trips:

Travelers will receive 75% of allowable per diem on day of departure and return.

Non-Overnight trips:

Travelers will receive 75% of the allowable per diem if they are away for more than (12) hours AND travel more than 50 miles from home AND headquarters.