



**Office of Finance
and Accounting**

Travel Expenditures Payment Decision Matrix

Payment Request Type*	Employee	Non-Employee**	Study Abroad Travel
Travel – Reimbursement	Concur TMS	Travel Expense Form	Travel Expense Form
Travel – Cash Advance	Concur TMS	Not Available	Cash Advance Request Form
Travel – Direct Payment to Vendor by KSU: Airfare, Car Rental	Concur TMS	P-Card (P) OwlPay System via KSU Connect	P-Card (P) – Student Portion only OwlPay System via KSU Connect
Travel – Direct Payment to Vendor by KSU: Registrations, Entry Fees, Meeting Packages	P-Card (P) - Meeting Packages must be all-inclusive with no separate breakout of meals and/or lodging OwlPay System via KSU Connect	P-Card (P) OwlPay System via KSU Connect	P-Card (P) OwlPay System via KSU Connect
Travel – Direct Payment to Vendor by KSU: Hotel (traveler must pick up check and take with them to hotel)	OwlPay System via KSU Connect	P-Card (P) OwlPay System via KSU Connect	P-Card (P) – Student Portion only OwlPay System via KSU Connect

(P) = Preferred Method when more than one option is provided.

* If a traveler is a student and also an employee of KSU (on payroll), the type of travel (i.e. Employee vs. Non-Employee) is determined by the trip purpose and the student’s attendance purpose.

** When paying for travel of a non-employee, the department must provide a copy of the appropriate documentation/contract in which the associated charges were agreed upon.