

Fort Hays State University

Procedures & Guidelines for Travel Expenses on the P-Card

10/19/17

- For each trip, approval must be obtained to go on a trip. For trips with personal reimbursement expected, a Spend Authorization will be completed in Workday. This is an estimate of the personal reimbursement and also will be the approval to travel. For trips without personal reimbursement, other means should be used to get trip approval by either the Travel and/or Leave Request in Lotus Notes or other department internal process. Permission to travel is obtained by the Dean/VP and supervisor for the traveler to go on the trip.
- No travel expenses may be posted to the P-Card until after the Spend Authorization or other approval is completed. A travel receipt form is created in the workflow and all travel related info and expenses are recorded on the travel receipt form. The approved Spend Authorization number is the travelers Trip ID and should also be recorded on the travel receipt form.
- If any vacation or personal time is taken during a business trip or there is anyone not on state business (i.e. spouse) going along on the trip, the P-Card cannot be used (this includes a rental car).
- The following travel expenses will be allowed on P-Cards:
 - Airfare & associated charges
 - Lodging
 - Must follow state allowed rates. The state uses CONUS rates to determine the allowed lodging amounts based on date and location. The CONUS rates can be found under the External Links in the Expenses worklet.
 - If staying at a hotel that the lodging is above the state maximum allowed rate, the lodging must be paid for personally and the allowed amount will be reimbursed after the trip.
 - Kansas motels are tax exempt for the state taxes (you may be charged for the other lodging taxes). If paying for lodging (in Kansas) with a P-Card and the hotel charges Kansas tax, the department must request a refund from the hotel.
 - If using a P-Card for lodging, all personal charges (i.e. room service, movies, etc) must be paid with a personal credit card. The hotel clerk should be instructed to use the personal credit card for the personal charges. If personal charges are accidentally paid through the P-Card, the traveler must reimburse those expenses as soon as they return from their trip.
 - Tolls
 - Business calls
 - Business Internet charge
 - Parking
 - Rental Car
 - The Hertz Request Form has been updated to include a Payment Information section where the P-Card information is requested.
 - The P-Card will cover the crash damage waiver.
 - Rental Car Fuel

See the FHSU Travel Handbook at http://www.fhsu.edu/bus_off/travel/policies/fhsu_policies.pdf for further guidance.

- Each traveler is recommended to have a P-Card in their own name.
 - Exceptions will be allowed for infrequent travelers. In such cases, they may use the department's P-Card for airfare, lodging, and rental car if the cardholder approves the use of the card. The cardholder is

responsible for making sure the traveler follows all guidelines and the card is subject to the below listed consequences for personal use as well as P-Card guidelines.

- Students are considered to be infrequent travelers.
 - Candidates' expenses for lodging can be charged to the department's P-Card
 - Non-employees' (i.e. speaker) expenses for airfare and lodging expenses can be charged to the department's P-Card.
- After recording the expense on the travel receipt form the transaction should be verified in Workday. The description of the expense, Trip ID and Business destination are all recorded on the P-Card transaction in Workday.
 - The itemized receipt will be scanned in to the P-Card Verification and should be kept on file in the department for one fiscal year plus the current year.
 - All p-cards that are open for travel, are also open for Hospitality purchases. Any purchases at restaurants or for food, must meet the Hospitality guidelines and be for official state business. Food purchases while on travel are prohibited, unless for official hospitality. The P-Card Hospitality form must be completed in the workflow for any Hospitality functions.
 - The State of Kansas prohibits the use of the P-card for any personal expenses.
 - Any personal charges accidentally paid through the P-Card must be immediately reimbursed. The traveler will not be reimbursed any allowable expenses until the personal portion is reimbursed to FHSU. The personal portion *will not* be withheld from the travelers allowed reimbursable expenses. Accounts Payable will track those expenses and reimbursements on the travel receipt form. The reimbursement check or cash should be delivered to AP immediately following the trip and the charge has been verified in Workday.
 - The regular P-Card guidelines must be followed (detailed and itemized receipts, turning in receipts timely, etc) and consequences for not following them are applicable. Travel expenses may not be paid through the P-Card during the time it is inactivate due to noncompliance with regular P-Card guidelines.
 - Accounts Payable will monitor the Travel Receipt Forms for cancelled trips.
 - If a trip was cancelled for personal reasons, the traveler will have to reimburse those expenses paid upfront with the P-Card. If an airfare credit was obtained; the traveler must reimburse FHSU for the credit in addition to any amount not credited.
 - If a trip was cancelled for business reasons, due to emergency, or medical reasons, the credit should be used on the traveler's next trip. It is the department's responsibility to track the airfare credit and ensure that it is used on a future trip.
 - The P-Card Request form in the workflow will need to be submitted for any requests or changes to the p-card including international travel, temporary transaction and month limit increases. Please contact the Business Office at 5948 for further inquiries or questions.