

GET PROPER APPROVALS

PRIOR APPROVAL

Certain exceptions to policy must be approved prior to travel.

President's Office Approval

- Send these requests to the travel department prior to travel.
- Airfare and/or penalty incurred for a change or cancellation of travel plans (Post travel approval when necessary).
- Business class airfare for international flights.
- Lodging within 50 miles of the traveler's residence.

Default Manager Approval

- Personal travel combined with business travel.
- The use of Tier I mileage when a rental vehicle or airfare was the most economical option.

Travel Department Approval

- Booking outside of Concur for airfare or a rental vehicle.
- Renting a vehicle with a vendor other than Enterprise or Hertz.

KNOW BEFORE YOU GO

TRAVEL REQUESTS

- 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.
- Pre-paid registration segment should include registration or any expense prepaid by P-Card or Payment Request.
- Be sure to allocate expenses as needed and add ALL necessary approvers before you submit.
- At-a-glance conference agenda or schedule must be uploaded in the Concur Expense Report as a receipt image. This document supports the business purpose and claim for meal reimbursement.

BOOKING TRAVEL

- State Policy requires employees to book all airfare, rental cars and hotels through Concur or by calling Travel Inc. at 877-548-2996.
- Use the most economical means of travel. Compare the mode of transportation cost (airfare, rental car, or personal car). Use of the **Car Rental Cost Comparison** tool at <http://ssl.doas.state.ga.us/vehcostcomp/> is strongly recommended for trips of 100 miles or more. Review this information with your manager to ensure the most cost-effective method of transportation that meets the business requirements, while remaining within State of Georgia Travel Policy.
- Per section 3.1 of the State Accounting Office Travel Policy, private residences are not allowable for lodging. Therefore, Airbnb, VRBO, HomeAway or any other economy share lodging is not allowable and **non-reimbursable** for domestic travel.

TRAVEL EXPENSE REPORTS

- Expense reports should be submitted through Concur from 3-10 days after completion of trip.
- Expenses not reported within 60 days of the end date of travel will be included as taxable income on your W-2
- Attach the appropriate approved travel request to the expense report.
- Company paid AND related travel agent fees must be imported into the appropriate expense report.
- Expenses paid by P-Card or Payment Request such as registration or hotel should not be included on your expense report. This will result in duplicate entries in your department's budget when reported in Concur.
- If a cash advance was taken, assign/reconcile it in the expense report.
- Reimbursement will be made via direct deposit based on your payroll account information. Make sure your supplier information is up to date.
- Be sure to allocate expenses as needed and add ALL necessary approvers before you submit.

RECEIPTS

Receipts uploaded or emailed to your expense report in Concur must be legible.

Required Receipts	Receipts not required if <\$25
Airline Fares	Parking
Hotel Expenses	Tolls
Rental Car Expenses	Mass transit
Meals unless claiming per diem	Taxi & Airport shuttles
Visa/Passport Fees	
Registration Fees	

QUESTIONS?

fiscalservices.kennesaw.edu/travel
470-578-4394 or travel@kennesaw.edu

TRAVEL MANAGEMENT AND CONCUR POCKET GUIDE

HELPFUL INFORMATION



MILEAGE

- Use the mileage calculator to input all personal car mileage. Insert exact address of both start and end waypoints.
- 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.
- Current mileage rates can be found on the Concur homepage.
- If the actual mileage was different than the calculated mileage due to detours, locations with no address, etc., the calculated distance may be changed. An explanation must be entered in the **Comment** field. Distance MUST be a whole number.
- Use the **Car Rental Cost Comparison** tool to determine the best mode of transportation at the best value. Discuss the results with your manager to select the appropriate option for a car rental, Tier I, or Tier II mileage reimbursement based on policy.

AIRFARE

- First class airfare is not allowed.
- Select the travel tab and booking tool to make reservations in Concur. Click the (i) information icon next to the **View Fares** button to confirm that flight selections satisfy KSU rules and State of Georgia travel policy.
- Flights booked with less than 14-day advance purchase require a written explanation for the delayed booking.
- After booking airfare, traveler will receive a notification from Concur confirming the reservation and an e-Itinerary from Travel Inc. Also, check the **Upcoming Trips** tab in Concur.
- The airfare expense and travel agent fee are billed directly to KSU and posted to your Concur account as Available Expenses. Import these transactions to the expense report.

Contact Travel Inc. at 877-548-2996 for changes and/or cancellations.



RENTAL CARS

- Enterprise or Hertz MUST be used in-state. Rentals are direct billed to KSU. In Concur, you will have to import it to the expense report. Per the state contract for Enterprise, time and distance and vehicle license recovery fee amounts should be reported in the expense report. No fees and surcharges.
- Hertz MUST be used for **out-of-state** and/or airport **pickup** rentals. It can also be used for in-state travel. Report the face value of the receipt.
- **Car Rental Cost Comparison** - Use this online tool to determine if a rental vehicle is more cost effective than a personal vehicle.
- Vans may be rented for more than 4 travelers.

LODGING

- Reservations must be made through Concur unless the traveler is required to book directly with the hotel to secure a conference rate.
- The hotel expense entry requires an itemization in the expense report. Hotel receipts are required and must be printed on hotel letterhead, include the method of payment and a zero balance.
- Justify internet use with business purpose by adding a note in comments or attach a copy of the manager approval email. At check-in, present the **Hotel/Motel Tax Exemption Form** for lodging within the State of Georgia for exemption from occupancy taxes, to include county or municipal excise taxes.

- Lodging expenses are allowed when the destination is located more than 50 miles from the travelers residence **and** they are away for more than 12 hours.
- Lodging is not direct billed to KSU.

CASH ADVANCES

- Requests should be made no less than 5 days prior to trip start date, but no more than 30 days. List the purpose of the cash advance and expenses it will cover in the **Comment** section.

- Cash advances for domestic travel are available to qualifying employees with an annual salary of \$50,000 or less to assist with out-of-pocket travel expenses.
- Obtain an approved travel request prior to submitting the cash advance request. Attach documentation to support the business purpose of the travel to the travel request (brochure, agenda, or invitation letter). The cash advance request cannot exceed the amount approved in the travel request for out-of-pocket expenses. This excludes prepaid airfare and fees.
- Default manager approval only. **No other approvers can be added** to the cash advance request.
- Remember to assign the cash advance to the related expense report on return.



MEALS (PER DIEM)

Per diems or travel allowances are automatically calculated in the Concur system based on your trip itinerary. Remember to choose All Overnight Travel in the Selection drop down.

Domestic per diem rates include the cost of meals only; international per diem includes incidental expenses.

Travelers will receive 75% of allowable per diem on day of departure and return, less any meals provided.

IN-STATE MEAL ALLOWANCES

Breakfast	\$13.00
Lunch.....	\$14.00
Dinner.....	\$23.00
Total.....	\$50.00

CONFERENCES

- Traveler must deduct meals from the per diem chart that were included in the registration fee paid by the University. When the traveler does not eat a pre-paid or complimentary meal, enter an explanation in the comments section of the expense report.
- "Continental breakfast" and "banquets" must be deducted from per diem reimbursement.
- A reception is not considered a meal.
- At-a-glance conference agenda or schedule must be uploaded or faxed in the Concur Expense Report as a receipt image. This document supports the business purpose and claim for meal reimbursement.

INTERNATIONAL TRAVEL

- Select the appropriate trip type under the expense report header in Concur.
- A contract with CISI has been negotiated that provides automatic coverage to KSU faculty and staff traveling internationally on KSU approved and affiliated travel at no charge to the employee.
- Expenses are converted to US dollars in Concur per the Oanda.com table. The exchange rate defaults based on the travel expense date but can be modified if your actual rate was slightly different or lowered for budget reasons. Provide a comment for any changes to the system rate.

EMERGENCY CONTACTS

For a travel emergencies call Travel Inc.

770-291-5190 or 877-548-2996

For an international travel emergency, please contact the Office of International Safety & Security at **470-578-3785** or globalsafety@kennesaw.edu

Any other travel need, please contact the Travel department at **470-578-4394** or travel@kennesaw.edu.