

TRAVEL POLICIES AND PROCEDURES MANUAL
FOR
TRAVELERS
OF
MOREHEAD STATE UNIVERSITY



MOREHEAD STATE UNIVERSITY
TRAVEL REGULATIONS
MANUAL
Seventh Edition
January, 2006

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Introduction

This travel regulations manual has been prepared as a reference tool for Morehead State University's faculty, staff, student employees and others.

A traveler on official business is responsible for being familiar with University travel regulations before embarking on travel. Travelers should exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. **Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official University business travel are not acceptable.**

What to do

Generally, when an employee plans a trip for official University purposes, a travel request form must be prepared and approved **prior to the trip**. This form serves as the employee's authorization to be away from their workstation during their trip and estimates the cost to be incurred. This form generally requires a minimum of two signatures (three signatures for out of country travel), one of which is the travelers' immediate supervisor who is expected to review the request for reasonableness and compliance with the University's Travel Policies prior to being sent to the Office of Accounting and Budgetary Control for processing. After the trip, the employee must prepare a travel expense voucher for reimbursement of any allowed expenses.

The travel expense voucher is also required for the University to pay for any airline tickets ordered through travel agencies. If the employee will receive any form of compensation or expense reimbursement directly from any source other than Morehead State University, a thorough explanation must be attached to their travel expense voucher. If not, the question relating to outside reimbursement located at the bottom of page 1 of the Travel Voucher **must be answered**.

The following sections describe Morehead State University's travel regulations and how to properly complete the necessary forms. Copies of the forms and examples, and a reimbursement table summarizing the current rates follow the text.

Direct Deposit of Travel Reimbursements

Travelers have the option of receiving their travel reimbursements via direct deposit instead of paper checks. This method is faster than paper checks, safe and secure. A Direct Deposit Election form must be submitted to the Office of Accounting & Budgetary Control at least 2 weeks prior to the initial reimbursement due to the time it takes to process the form and set up the account. The Office of Accounting & Budgetary Control highly recommends that all University personnel who anticipate incurring reimbursable travel expenses enroll in this program at their earliest convenience.

Submitting Travel Vouchers in a Timely Manner

Travelers should submit their travel vouchers as soon as administratively possible after they have completed their travel. The office of Accounting & Budgetary Control has several times a year when the volume of requests causes a

backlog and delays in processing. These times include the beginning/end of the fiscal year (Mid-June to early July) and the beginning of the fall semester. If Travel Vouchers are held or not submitted for processing until the last week of June, the possibility exists that some may not be processed until the new fiscal year, thus payment would be made from new funds, and the old funds lost. Travelers should have a reasonable and appropriate basis for not submitting travel vouchers in a timely manner after they have returned to campus from their trip.

Travel Regulations

With few exceptions, the travel regulations in effect at Morehead State University are those prescribed by the Commonwealth of Kentucky in [200 KAR 2:006](#). The traveler must read [200 KAR 2:006](#) for the regulations by clicking on the link. Any employee, who is in official travel status for the University, may be entitled to reimbursement for the necessary expenses incurred, subject to the availability of funds of a department or at the University level. The following sections describe in detail the University's travel regulations:

MEALS

Meals are reimbursed based upon the time in travel status. To claim meal reimbursement, an employee must be in official travel status during certain hours. The state has established three reimbursement time frames for daily meals. Employees must be in official travel status during the **entire** established time frame to receive meal reimbursement. For example, to claim dinner reimbursement, an employee must be in travel status from at least 5:00 p.m. through 9:00 p.m. Receipts are not required since meals are reimbursed on a per diem basis using either the regular or high cost rates.

Morehead State University uses the state's official per diem rates based upon the destination city. The regular rates usually apply unless the destination city is one of the selected high cost cities or states listed in Exhibit 1. **The regular rates also apply when traveling to and from these high cost locations.** Suburbs and other areas surrounding a high cost city are also considered high cost areas. The established time frames and per diem rates are as follows:

Regular and High Cost Meal Time Frame Rates

<u>Meal</u>	<u>Start</u>	<u>End</u>	<u>Regular Cost</u>	<u>High Cost</u>
Breakfast	6:30 a.m.	9:00 a.m.	\$ 7.00	\$ 8.00
Lunch	11:00 a.m.	2:00 p.m.	\$ 8.00	\$ 9.00
Dinner	5:00 p.m.	9:00 p.m.	\$15.00	\$19.00

Breakfast and lunch are **not** reimbursable unless the trip involves an overnight stay. However, if an employee travels out-of-state, **all** meals are reimbursable, regardless of whether or not they stay overnight. Subject to departmental approval and available funds, an employee shall be eligible for reimbursement of dinner expenses while traveling in Kentucky if:

1. the employee's authorized work requires their absence during the hours listed in the table above; and
2. they are more than forty (40) miles away from their workstation and home.

EXCEPTIONS TO PER DIEM RATES.

The following exceptions apply to the per diem reimbursement rates:

- Often registration fees for workshops or seminars include the cost of one or more meals. Employees shall **not** claim nor be entitled to any reimbursement for meals which are included in the registration fee. **A copy of the workshop or seminar brochure must be attached to the travel expense voucher.**
- When attending a banquet-type function as a representative of the University, an employee will be reimbursed the actual cost of attendance by attaching a receipt to their travel expense voucher.
- When engaged in public relations, fund raising, or recruiting activities for the University, faculty and staff will occasionally entertain clients at restaurants or other dining facilities. Under these circumstances, the full cost of all meals (including faculty and staff in attendance), and gratuities, (limited to 20% of the cost of the meal, excluding tax), is reimbursable by attaching a receipt to their travel expense voucher, and listing those in attendance and the purpose of the meal. Alcoholic beverages are not reimbursable at any time due to state regulations.
- When sponsoring a group athletic trip or other activity involving students, the various reimbursement policies follow:
 - a. If all students eat in the same location at the same time, only one receipt is needed and it will be reimbursed based on the actual cost incurred.
 - b. If students eat in various locations or at various times in the same location, it may be necessary to give each student cash. The sponsor shall prepare a student roster and give each student sufficient cash to cover their meals. The amount given to each student, however, cannot exceed the regular per diem rates for that locale. Each student shall sign the roster as cash is received. Reimbursement will be made according to the roster which must be submitted with the travel expense voucher.

If any circumstances fall outside the guidelines established above the traveler is required to submit a written statement documenting the facts and costs involved.

LODGING

In order to be reimbursed for lodging expenses, an employee must meet all the following requirements:

- The employee must be on official University business. If they share a room with someone not on official University business, only the single lodging rate is reimbursable.
- The employee must stay at a location that is more than 40 miles from both their home **and** work station.
- The employee must turn in an original receipt showing the room charge and applicable tax with their travel expense voucher. Charge card receipts are not acceptable. When making hotel reservations on the

internet, the invoice must show the amounts charged and payment of those charges. All efforts need to be made to get a receipt from the hotel at check out time and include it with the travel voucher.

- If employees share a room, each employee should request an original receipt reflecting half the cost.

If these four requirements are met, the employee will be reimbursed based upon the actual cost. It is important to use good, economical judgment when selecting accommodations. The selection of accommodations should be the most economical lodging available which is consistent with the purpose of the trip.

It is expected that the reviewer will scrutinize the travel plans at the request level to ensure that appropriate lodging is being reserved. If circumstances dictate a traveler stay at lodging that could be construed as excessive or opulent, they should attach a written statement explaining the circumstances.

If an employee stays overnight with friends or relatives, they must note on their travel expense voucher "staying with friends, no lodging required." In this case, only the meal reimbursement based on the appropriate per diem rates will be paid

Lodging Discounts.

Most lodging establishments offer discounts to state employees on official business. It is always prudent to compare the rates of several lodging accommodations prior to making reservations. Employees should inquire about any available discounts including convention, state, seasonal, or University rates. In order to receive a discount, most lodging establishments will require the employee to present a University identification card when registering.

STATE PARKS.

Faculty and staff on official University business may have their cost of lodging at state parks direct billed to the University. Student groups can have the cost of meals and facilities, in addition to lodging, direct billed. However, not all state parks offer direct billing. When making reservations, employees should inquire about billing options.

When direct billing is used, the employee must submit a completed check request along with the invoice and a copy of the employee travel request to Accounting and Budgetary Control to initiate payment.

When canceling a reservation, request a cancellation number for protection against any undeserved charges. Each park has its own rules regarding arrival times and cancellation requirements. These issues should be addressed when making the reservation.

If any circumstances fall outside the guidelines established above the traveler is required to submit a written statement documenting the facts and costs involved.

Example:

If a traveler reserves a hotel room for two nights and they end up not staying the first night, the hotel will charge them for both nights anyway, so the hotel bill looks like the room is twice as expensive as it actually was. They would need to attach a statement explaining the situation above so the reviewer does not think an expensive hotel room was rented when it really was not.

REGISTRATION FEES

Registration fees for conferences, seminars, and workshops will be paid for in advance by the University. The employee must attach a check request for payment of the registration fee to their travel request.

The check request is to be made payable to the sponsoring agency, **not** to the employee. The sponsoring agency's address should be included with the check request as well as a copy of the registration form, invoice, or other supporting document. Instructions should be written on the check request indicating whether the Office of Accounting and Budgetary Control is to mail the check to the sponsoring agency or if the check is to be held for the employee.

If an employee pays a registration fee with their own funds, the cost is reimbursable with a receipt attached to their travel expense voucher. Remember, **any meals included in a registration fee cannot be claimed for reimbursement. A copy of the workshop or seminar brochure must be attached to the travel expense voucher.**

TRANSPORTATION

Morehead State University maintains a motor pool of state and University vehicles consisting of sedans, vans, and buses. Selected policies and procedures governing the use of these vehicles follow:

General Rules & Regulations

- Vehicles shall be used solely for performing official state or University business and any other use is prohibited.
- Vehicles shall not be driven to or parked at a place of residence unless specifically authorized.
- Passengers shall be limited to only University personnel and persons connected with official state or University business.
- Operators of vehicles shall return the vehicle to the same pool from which it was assigned. Vehicles returned after working hours shall be locked. Deposit the keys and credit card in the designated receptacle.
- Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc. when returning a vehicle.
- The operator and all passengers **must** wear seat belts.
- Student operators **must** be in compliance with the [University Administration Regulation 311.01](#), MSU Student Motor Vehicle Operating Program. (Exhibit 3)
- All Drivers must complete a “[Morehead State University Vehicle User Agreement](#)” which is available online at <http://www.morehead-st.edu/police/index.aspx?ekfrm=6712>. Please submit this at least two weeks in advance of the date the vehicle is needed for processing. This must be renewed each year.

- Faculty/staff operators **must** be in compliance with [University Administrative Regulation 320.01](#)
All operators must present operator's license when checking out vehicles. Only the person assigned to drive may check out the vehicle.

15 PASSENGER VANS

A new state mandate requires any state employee driving a 15 passenger van owned by the University to have completed a mandatory online training program. You may register online at <http://www.kyt2.com> and click on the "Van Driver Program" button or submit a registration form available at the Office of Physical Plant by mail to:

University of Kentucky
Kentucky Transportation Center
176 Raymond Building
Lexington, KY 40506-0281

There is a \$35 registration fee prior to receiving the training disc and materials.

ACCIDENTS

An operator whose vehicle is involved in an accident resulting in damage to a University or State vehicle, or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately prepare Department of Justice, Bureau of State Police Form KSP 232. The operator shall submit two copies of the form to the Commonwealth of Kentucky Division of Transportation Services within three days and submit one copy to the State Police if required by law.

When a police report is necessary, the operator or the University shall obtain a copy of the report and submit it to the Commonwealth of Kentucky Division of Transportation Services.

The Office of Physical Plant shall be notified by telephone at (606) 783-2147 of any accident involving a University or state vehicle. If an accident occurs after office hours, notification should be left via voice mail or contact the University Office of Public Safety at (606) 783-2035. A copy of all police reports should be forwarded to the Office of Physical Plant.

STATE OR UNIVERSITY VEHICLE?

Most of the Morehead State University's fleet are State owned. The University's vehicles are busses, vans, jeeps and a few sedans assigned to specific departments. If the traveler reserves a sedan type vehicle and it is not assigned to a specific department, it is more than likely a State Motor Pool Vehicle.

STATE CREDIT CARDS

- A credit card may be furnished with the vehicle.
- A credit card shall be used only for the vehicle for which it is issued.

- Credit cards may be used to purchase non-premium gasoline and oil compatible with proper engine operation.
- Credit cards may be used for emergency services such as tire repairs, fan belts, hoses, etc. If a State vehicle becomes disabled you may call the help desk at the State Motor Pool at 800-928-4649, if there is a problem with a University vehicle, please call the Office of the Physical Plant 783-2066.
- Credit cards shall not be used for tune-ups or other general maintenance without prior authorization from either the Commonwealth of Kentucky Division of Transportation Services or the Office of Physical Plant.
- The operator shall record the vehicle license tag number and mileage, and sign the charge slip for all credit card purchases.
- Operators shall turn in the customer's signed copy of credit card receipt with the vehicle at the end of the trip.

If an employee must use personal funds to purchase gasoline or oil for a state or University vehicle, they must attach a copy of their receipt to their travel expense voucher for reimbursement. In addition, they must provide the Office of Physical Plant a copy of the original signed receipt when returning the vehicle.

PRIVATE VEHICLES

Every effort should be made to use a state or University vehicle before making alternate arrangements. However, the use of a private vehicle is preferred for transportation to and from airports on overnight trips. Since all vehicle requests may not be honored, those personnel on long trips and/or instructional trips are given priority. Otherwise, scheduling is on a first-come, first-served basis to any faculty/staff member upon presentation of a valid driver's license. The cost associated with the use of the vehicle will be charged by the Office of Physical Plant to the employee's departmental budget.

When no University vehicle is available, an employee may use a private vehicle. If a private vehicle is used for official University business, the employee is responsible for their own liability insurance coverage. Drivers and passengers of University or state vehicles are covered by the University's liability insurance.

The use of private vehicles is reimbursed at the [official state rate](#) which is adjusted quarterly by the Finance and Administration Cabinet pursuant to [200 KAR 2:006](#). The allowed distance reimbursement is calculated by using the shortest and most frequently traveled route in accordance with state regulations. **If an employee is requesting additional miles, they must attach an explanation to their travel expense voucher.** During bad weather, it is acceptable to take a longer, safer route and to claim full reimbursement with an attached explanation.

The one-way distances to most of Kentucky's towns and cities and the high cost cities are shown in Exhibits 1 and 8. These stated mileages are only a guideline; **the travelers' actual odometer reading should be used whenever possible.** If odometers readings are not available, the travelers mileage will be reimbursed based on the mileage distances shown in exhibits 1 & 2.

When traveling to very small towns, include the name of the nearest city on the travel expense voucher to facilitate verification. If an employee visits several cities on one trip, an odometer record should be maintained for accurate reporting.

VICINITY MILEAGE.

Vicinity mileage is the necessary driving performed within a city. Generally, up to ten miles per day of vicinity mileage may be claimed while in travel status. **Vicinity mileage in excess of ten miles per day must be explained in an attached statement to the travel expense voucher.**

COMPARING COSTS.

If an employee traveling on official University business wishes to drive to a distant city, they will be reimbursed the lesser of the air related costs or the ground transportation costs. The comparison of the costs **must** be made in the format below and attached to the travel expense voucher:

<u>Air</u>	<u>Ground</u>
Ticket Cost: _____	Regular Mileage: _____
Long-Term Parking: _____	Tolls: _____
Tips to Porters: _____	Vicinity Mileage: _____
Round Trip to Airport: _____	Parking: _____
	Extra Lodging: _____
	Extra Meals: _____
Total: _____	Total: _____

If two or more employees travel together on official business, it is assumed that driving is less expensive and no comparison of air costs is necessary.

AIRFARE

Employees are responsible for making their own airline reservations. Airfare should be charged with a travel agency having confirmation arrangements with the University. The agencies we have agreements with are Commonwealth Travel (800-274-7135) and Tipton Travel (800-489-1106). When making reservations, an APO (Airline Purchase Order) number will be required. This APO number is assigned by the Office of Accounting and Budgetary Control when the travel request is approved. The original ticket must be attached with the travel expense voucher regardless of whether the airfare was charged with a travel agency or if personally paid for by the employee.

MISCELLANEOUS EXPENSES

Parking and toll charges are reimbursed on an actual cost basis. A receipt is required for parking if the cost exceeds \$10.00. Toll charges usually can be reimbursed without a receipt if the trip obviously included toll roads.

Tips to porters and skycaps can be claimed without a receipt if each tip does not exceed \$10.00. Tips to restaurant personnel are included in the meal allowance.

University related telephone calls can be claimed if they are shown on a lodging or other appropriate receipt. These calls should be circled for easy identification. **Personal telephone calls are not reimbursable.**

Taxi and limousine services for official University purposes are reimbursable. If the charge exceeds \$10.00, a receipt is required and the employee **must** note the beginning and ending locations on their travel expense voucher.

Ordinarily it is not necessary to rent a car while on University business. However, should a rental car be necessary, the actual cost will be reimbursed. The rental receipt must be attached to the travel expense voucher for reimbursement. As with lodging discounts, employees should inquire about any available discounts. The University Credit Card Program offered through US Bank Card, provides free collision coverage when used to charge rental car costs.

PERSONAL EXPENSES

If a personal side trip is taken while in official University travel status, no reimbursement for personal expenses is allowed. For example, if an employee attends a convention in Tampa, Florida and then goes on vacation in Miami, the mileage from Tampa to Miami is not reimbursable. However, the employee resumes official University travel status when returning to Tampa. The entire cost of traveling from Morehead to Tampa and back would be reimbursed by the University and, thus, no pro rating of the travel expenses based upon business and personal time is required. Other side trip events such as cruises, tours, and golf outings, etc. not related to University business, or the purpose of the trip, are not reimbursable.

Blanket Travel Requests

If an employee plans several trips, a blanket travel request may be appropriate. Blanket travel requests usually are necessary when extensive travel is expected, the exact locations and times are not known in advance, or when many trips may be scheduled on short notice. Only one travel expense voucher may be submitted for each blanket travel request. A regular travel request form is used for blanket travel requests.

Travel Request Form

When scheduling a trip for University purposes, a travel request form **must be prepared and approved prior** to the trip. All sections of the travel request form must be completed except for the two lines in the upper right corner of the form and the Maintenance Only and the Office of Accounting and Budgetary Control Use Only sections. After receiving approval from the employee's supervisor, the travel request form is sent to the Office of Accounting and Budgetary Control for processing. Explanations of various sections of the travel request form are provided below. These numbered sections correspond to lines on the MSU travel request form.

Line By Line Instructions For Filling In A Travel Request Form

1. **Applicant's Full Name** - Enter the full name of the person traveling on official University status. If this is a group or team trip, enter the name of the University sponsor.
2. **Destination** - Enter the city or town of destination, **not** the name of the agency or institution. In the case of a blanket travel request, enter the service region or area.
3. **Blanket Request** - If this travel request is a blanket request, check this line and indicate the appropriate month.
4. **Meals (1 day trip)** – See page 2 for guidelines

5. **Meals (overnight trip)** - Enter the estimated cost of meals (per diem) while in travel status. Refer to the required time frames and the allowances on page 2. Employees must be in travel status during the entire time frame to claim a meal allowance.
6. **Rate Claimed** - If the destination is one of the high cost cities or is in a high cost state listed in Exhibit 1, employees are entitled to the high per diem rate.
7. **Lodging** - Estimate the total lodging costs based upon the length of the trip and the quoted daily rates. **Include any applicable taxes.**
8. **Private Vehicle** - Employees are to be reimbursed at the official state rate which is adjusted quarterly by the Finance and Administration Cabinet pursuant to 200 KAR 2:006 for using their private vehicles on official University business. The mileage charts shown in Exhibits 1 and 2 will aid in determining accurate mileage estimates. Include any vicinity mileage needed.
9. **University or State Vehicle** - Estimate mileage in the same manner as for a private vehicle but refer to the mileage rates published by the Office of Physical Plant for the type of vehicle requested.
10. **Airline Ticket** - Enter the cost of the airline ticket. Generally, employees will not have to pay for the airline ticket if they use a travel agency that has confirmation rights with the University. However, if an employee is going to pay for their own reimbursable ticket, they should note in the comment section whether they plan to pay with cash or by credit card.
11. **Registration** - If the registration fee is to be prepaid, a check request should be attached to the travel request form. Note: If several University personnel are attending the same conference or workshop, the registration fees can be combined on one travel request. Under such circumstances, cross-reference all University personnel's travel requests so that the registration fees are not included on the other travel request forms.
12. **Group Travel** - This line is for group travel which involves students. Enter the estimated meals, lodging, and other costs. Any significant amount listed after "other" should be explained in the comment section.
13. **Total Cost of Trip** - Total all the costs in this column.
14. **Outside Agency** - An outside agency is any organization that does not keep its funds with MSU. This will usually be a state agency or a private foundation. If an outside agency is reimbursing the University or is directly paying for any expenses, complete the section at the bottom of the form also numbered 14. All items should be completed carefully, especially if the University is to perform any billings.
15. **Amount to be paid by Traveler** - Many convention and workshop trips are only partially reimbursed by the University. Usually the employee's supervisor will simply indicate a maximum support amount. Any costs in excess of this amount must be borne by the employee and are recorded on this line.
16. **University Cost** - Subtract lines 14 and 15 from line 13. If both lines 14 and 15 are zero, omit this step.
17. **Account Numbers** - Enter the 13-digit account number(s) to which this trip is to be charged. If multiple accounts are to be used, carefully indicate the amount to be recorded for each account. The amounts should equal line 13 or line 16. The University or state vehicle will be charged to the first account listed.
18. **Signatures** - The following University personnel signatures are required:
 - a. employee
 - b. employee's supervisor and
 - c. the President's signature is required on all out-of-country trips.
19. **Other University Personnel on Trip** - This area can be used for other University personnel on the same trip. Students and other employees whose only expenses are meals do not need separate travel requests.

20. **University Vehicle Rental Information** - Enter the name of the person responsible for picking-up and returning the keys to the University or state vehicle. Check the type of vehicle requested, and indicate the load site for any buses.
21. **Maintenance Only** - The office of Physical plant will indicate if a vehicle can be scheduled. When a vehicle is unavailable, the employee must use a private vehicle or cancel the trip. The rest of this block is used by the Office of Physical Plant to calculate costs.
22. **Accounting and Budgetary Control Use Only** - The Office of Accounting and Budgetary Control will check the accounts involved to verify fund availability. If available funds are insufficient, the document will be returned to the originating department. If a budget transfer is required, include a copy of the transfer with the travel request. If sufficient funds are available, the Office of Accounting and Budgetary Control will create the purchase orders necessary to encumber the cost of the trip. An explanation of Accounting and Budgetary Control codes follows:
 - VPO - the cost of a University or state vehicle, if requested.
 - PPO - the costs involved that will be incurred by the individual - lodging, meals, etc.
 - APO - the cost of the airline ticket when ordered from a travel agency. The employee must have the APO number to order their airline ticket.
 - RPO - the cost of any registration fees to be pre-paid by the University.
23. **Journal Entry No.** - The journal entry number, assigned by the Office of Accounting and Budgetary Control, is used for filing purposes. This number is included in the description for the vehicle charge as a quick reference.

TRAVEL REQUEST COPIES.

Employees should retain a copy of a travel request as a file copy. After obtaining all required signatures, the original and the remaining copies must be sent to the Office of Accounting and Budgetary Control for processing. After processing, the travel request is returned to the employee. Employees must attach an **approved** copy of the travel request form and all other required documentation to their travel expense voucher.

VOIDING TRAVEL REQUESTS.

If an employee does not take a scheduled trip, a copy of the travel request form must be returned to the Office of Accounting and Budgetary Control for voiding in order to release the encumbered funds. If a trip is delayed longer than a month or rescheduled in a new fiscal year, a new travel request is required.

PROCESSING TIME.

Normally it takes one day for the Office of Accounting and Budgetary Control to process a travel request form. In an emergency, a travel request can be processed on a "walk through" basis. This is only necessary however, if a University vehicle is involved.

If a trip is taken without prior authorization, an employee still **must** attach an approved travel request form to their travel expense voucher. Since fund availability would not have been checked in advance, delays in reimbursement can result.

ADVANCES.

Morehead State University does advance cash for travel involving students. A check request for student lodging or meals that lists the students, amount required, description of the expense, and includes supporting invoices (if applicable), can be forwarded to the Office of Accounting and Budgetary Control for payment. A completed travel request of the faculty or staff member sponsoring the trip must be attached to the check request.

The University does **not** advance cash to faculty/staff for travel. In lieu of a University advance, employees can take advantage of the University Credit Card Program offered through US Bank card or the MSU Credit Union's short-term loans. In addition, airline tickets and registration fees usually can be pre-paid by the University.

NO REIMBURSEMENT APPROVED

Due to the lack of available funds, personnel occasionally incur the total cost of a trip which has a University purpose. A travel request still should be completed, which shows the total cost being paid by the traveler, in order to indicate the supervisor's approval of the employee's absence from the regular work station.

Travel Expense Voucher

After a trip has been completed, an employee must file a travel expense voucher for reimbursement of any allowed expenses. A travel expense voucher is also required for the University to pay for any airline tickets ordered through travel agencies. If the employee will receive any form of compensation or expense reimbursement directly from any source other than Morehead State University, a thorough explanation must be attached to the travel expense voucher.

Generally, only one travel expense voucher should be filed for each travel request. If it is more convenient and time saving, employees may file for reimbursement of several short trips on one voucher. However, out-of-state trips should always be filed separately and employees must **not** file more than one voucher on a single blanket travel request.

With the exception of instructional travel, a copy of the approved travel request(s) **must** be attached to the travel expense voucher. Instructional travel is filed monthly by the Director of Extended Campus Programs in a group format.

The travel expense voucher is a four-page integrated form. Submit only the original copy of the travel expense voucher to the Office of Accounting and Budgetary Control. All receipts should be taped to 8 1/2" by 11" sheets of paper and attached to the voucher.

Since checks are usually written twice a week, the processing period is usually four to six days after the Office of Accounting and Budgetary Control has received the travel expense voucher.

When preparing a travel expense voucher, complete all applicable sections. Do not complete the lines for voucher numbers in the upper right corner or the Accounting and Budgetary Control Use Only section on the front page. Explanations for various sections are provided below. These numbered sections correspond to lines on the travel expense voucher.

Line By Line Instructions For Filling in A Travel Voucher

1. **Address** - Enter employee's home address.
2. **Travel Agency** - If an airline ticket was charged through a travel agency, enter the total cost to be paid to the agency, including any cancellation insurance. The airline receipt must be attached to the voucher regardless of whether or not the employee charged the costs.
3. **Account Numbers** - Enter the account numbers as shown on the travel request. If two or more account numbers are to be used, enter the amounts to be charged to each account.
4. **Month-Day** - Use ordinal numbers. For example "2" for February and "10" for October.
5. **Left and Returned** - Enter the times of departure and return to the nearest 1/2 hour and indicate a.m. or p.m. Do not use military time.
6. **From/To** - Enter the name of the cities or towns visited and indicate which state. Do not enter locations within cities such as schools, but do indicate airports.
7. **Personal Vehicle Mileage** - Enter the actual mileage from your odometer. Vicinity mileage up to 10 miles per day may be claimed without explanation. Round off mileage to the nearest whole mile.
8. **Lodging** - Enter the actual cost of the room plus tax for each day. This expense must be supported by an original receipt.
9. **Meals** - The time frames for meal reimbursement are shown on the front page of the travel expense voucher. If the destination is one of the high cost cities or states listed in Exhibit 1, employees are entitled to the high cost reimbursement rates. However, employees are entitled to the high cost rates only when actually in those cities, not en route to them. Circle the amount of reimbursement for each meal to which entitled. No receipt is required for per diem meals. If a meal is included in the cost of a registration fee or paid directly to the establishment providing the services, enter an asterisk (*) next to the letter for that meal and explain the omission of the cost on the Purpose of Trip line. Room service meals are covered by the per diem and not reimbursable on the room bill. No reimbursement is allowed for any meals included in a registration fee. **A copy of the conference or seminar brochure must be attached to the travel expense voucher.** The lines for Groups and Special Meals are for banquets, entertainment, or other situations that do not involve per diem (See the Meals Section). These expenses will be reimbursed on an actual cost basis with receipts.
10. **Totals** - Enter the total of the meals and lodging costs for each day. Do not include personal vehicle mileage or any other expenses in this total.
11. **Purpose of Trip** - This should usually be the same description as on the travel request. Use this section to explain any vicinity mileage.
12. **Total Personal Vehicle Mileage** - Enter the total number of miles as shown in column 7 and multiply by official state rate which is adjusted quarterly by the Finance and Administration Cabinet pursuant to 200 KAR 2:006
13. **Other Expenses** - This is the total of all the other pages.
14. **Grand Total** - Enter the total of all lines in this column.
15. **Amount to be paid by traveler** - If the employee agreed to less than full reimbursement, enter the amount of expenses for which they will not receive reimbursement.
16. **Net Total Due Individual** - Enter the result of line 14 minus line 15.
17. **Signatures** - The following University personnel signatures are required:
 - a. employee
 - b. employee's supervisor and
 - c. the President's signature is required on all out-of-country trips.
 The last signature line is used by the Office of Accounting and Budgetary Control to indicate final approval. All signatures must be dated.

18. **Other Reimbursement** - If the employee will receive any form of compensation or expense reimbursement directly from any source other than Morehead State University, the appropriate box must be checked and the employee must thoroughly explain which expenses will be reimbursed.
19. **Special Handling** - Normally the travel reimbursement check will be mailed to the employee's home. Indicate any other preferred handling arrangement on this line and include the employee's campus telephone number.

Items 20 through 24 correspond to the Other Expenses Section:

20. **Air Fare** - Indicate how the air fare was paid by checking the appropriate box. Enter the total air fare cost and other information as indicated. If the air fare was charged to the University through a travel agency or if the University paid for the air fare in advance, the cost should not be included in line 23. The airline ticket receipt must be attached to the travel voucher.
21. **Registration Fees** - Indicate how the registration fee was paid by checking the appropriate box and enter the cost in the open column. If the registration fee was paid with personal funds, attach a receipt.
22. **Other Expenses** - Any expense over \$10.00 must be justified with a receipt or an affidavit. Following are some of the travel expenses that should be recorded in this section:
 - a. Car rental
 - b. Tolls
 - c. Parking
 - d. Tips to porters and sky-caps
 - e. Telephone calls.
 - f. Taxis and limousines.
23. **Total** - Enter the total of the costs in the **outside** column. Combine this total with the totals on the remaining two pages and enter on line 13 of the front page.
24. **Continuation Sheets** - These sheets are used when traveling more than 5 days and are prepared exactly like the front page. Place the combined total of these sheets and line 23 on line 13 of the front page.

CORRECTIONS.

The Office of Accounting and Budgetary Control routinely makes minor adjustments to travel expense vouchers. If the adjustment is material, the employee will be contacted by the Office of Accounting and Budgetary Control.

Reimbursement of Non-Employees

University personnel who invite prospective employees, consultants, and visitors to campus need not file travel requests, but must file travel expense vouchers to reimburse these individuals. Expenses including visitor meals and the meals of the related faculty or staff are reimbursable based upon actual costs. The visitor and the unit head must sign the travel expense voucher.

Foreign Travel

The University President must approve travel to foreign countries. Employees should submit all travel requests involving foreign travel to the President's office for his signature. Travel to Canada is not considered out-of-country and does not require any special authorization.

The employee is required to furnish the official money exchange rate that is in effect upon arriving in the foreign country. Although exchange rates change daily, the initial day's exchange rate is used for the entire duration of the trip. Reimbursements are made on an actual cost basis with receipts.

Conclusion

Travel is a dynamic area and changes are constant and frequent. This manual details the regulations that are in force as of the publication date and may change at any time. When questions arise due to circumstances falling outside written or implied policy, the traveler should contact the Office of Accounting & Budgetary Control and explain the situation so the office and traveler can determine the proper way for the traveler to submit and document their travel expenses that will allow for appropriate reimbursement.

EXHIBIT 1- High Cost City's

HIGH COST CITIES/ STATES AND DISTANCES FROM MOREHEAD

Akron, OH	338	Oklahoma City, OK	909
Albuquerque, NM	1,452	Omaha, NE	798
Baton Rouge, LA	791	Phoenix/ Scottsdale, AR	1,852
Biloxi, MS	743	Portland, OR	2,421
Birmingham, AL	445	Raleigh, NC	412
Boise, ID	2000	Rapid City, SD	1,274
Burlington, VT	803	Reno, NV	2,224
Charleston, SC	510	Richmond, VA	403
Charlotte, NC	328	Roanoke, VA	285
Chicago, IL	381	Salt Lake City, UT	1,721
Cincinnati, OH	98	Santa Fe, NM	1,412
Cleveland, OH	288	Springfield, IL	398
Coeur d' Alene, ID	2,066	St. Louis, MO	402
Columbia, SC	403	St. Paul, MN	778
Columbus, OH	150	Topeka, KS	726
Des Moines, IA	672	Tucson, AZ	1,864
Detroit, MI	333	Tulsa, OK	798
Gatlinburg/Pigeon Forge, Tn	253		
Hilton Head, SC	551	<u>States</u>	
Hot Springs, AR	669	Alaska	
Indianapolis, IN	204	All United States Possessions	
Jackson Hole, WY	1674	California	
Kansas City, KS	666	Canada	
Kansas City, MO	661	Colorado	
Knoxville, TN	217	Connecticut	
Lake Tahoe, NV	2,269	Florida	
Las Vegas, NV	2,008	Georgia	
Little Rock, AR	620	Hawaiian Islands	
Madison, WI	523	Maine	
Massachusetts	487	Maryland	
Memphis, TN	480	New Hampshire	
Milwaukee, WI	471	New Jersey	
Minneapolis, MN	787	New York	
Mobile, AL	678	Pennsylvania	
Myrtle Beach, SC	502	Rhode Island	
Nashville, TN	276	Texas	
New Orleans, LA	785	Washington	
Washington, DC, corporate limits, the cities of Alexandria, Falls Church of Arlington, Loudown, and Fairfax in Virginia, and the counties of Montgomery and Prince George in Maryland. Wilmington, DE			

EXHIBIT 2-Mileage from Morehead
ESTIMATED MILEAGE CHART DISTANCES FROM MOREHEAD
(For Reference Only)

Location	County	Miles
Albany	Clinton	200
Allen	Floyd	74
Ashland	Boyd	62
Augusta	Bracken	61
Barbourville	Knox	147
Bardstown	Nelson	126
Beattyville	Lee	99
Berea	Madison	98
Booneville	Owsley	109
Bowling Green	Warren	220
Brooksville	Bracken	64
Burkesville	Cumberland	206
Burnside	Pulaski	147
Campbellsville	Taylor	149
Campton	Wolfe	46
Carrollton	Carroll	158
Carlisle	Nicholas	45
Catlettsburg	Boyd	61
Central City	Muhlenberg	237
Clay City	Powell	63
Cody	Knott	102
Columbia	Adair	179
Corbin	Whitley	148
Covington	Kenton	142
Cumberland	Harlan	134
Cynthiana	Harrison	70
Danville	Boyle	103
Dry Ridge	Grant	109
Dwarf	Perry	96
Elizabethtown	Hardin	152
Elkhorn City	Pike	116
Ezel	Morgan	32
Falmouth	Pendleton	91
Flemingsburg	Fleming	28
Frankfort	Franklin	89
Frenchburg	Menifee	27
Georgetown	Scott	77
Grayson	Carter	40

EXHIBIT 2-MILEAGE FROM MOREHEAD (CONTINUED)
ESTIMATED MILEAGE CHART DISTANCES FROM MOREHEAD
(For Reference Only)

Location	County	Miles
Greensburg	Green	160
Greenup	Greenup	68
Harlan	Harlan	213
Harrodsburg	Mercer	99
Hazard	Perry	93
Hazel Green	Wolfe	40
Henderson	Henderson	268
Hindman	Knott	91
Hodgensville	Larue	152
Hopkinsville	Christian	288
Hyden	Leslie	109
Inez	Martin	108
Irvine	Estill	76
Jackson	Breathitt	64
Jamestown	Russell	171
Jenkins	Letcher	109
Lancaster	Gerrard	102
Lawrenceburg	Anderson	97
Lebanon	Marion	129
Lexington	Fayette	67
Lexington	Blue Grass Field	75
Liberty	Casey	129
London	Laurel	135
Louisa	Lawrence	81
Louisville	East Side	130
Louisville	Heart of City	141
Manchester	Clay	155
Martha	Johnson	41
Mayfield	Graves	414
Maysville	Mason	45
McKee	Jackson	125
Middlesboro	Bell	179
Monticello	Wayne	150
Mt. Olivet	Robertson	68
Mt. Sterling	Montgomery	33
Mt. Vernon	Rockcastle	97
Mt. Washington	Bullitt	135
Murray	Calloway	325

EXHIBIT 2-MILEAGE FROM MOREHEAD (CONTINUED)
ESTIMATED MILEAGE CHART DISTANCES FROM MOREHEAD
(For Reference Only)

Location	County	Miles
Nicholasville	Jessamine	79
Olive Hill	Carter	19
Owensboro	Daviess	235
Owenton	Owen	106
Owingsville	Bath	22
Paducah	McCracken	326
Paintsville	Johnson	64
Paris	Bourbon	55
Phelps	Pike	128
Pikeville	Pike	91
Pineville	Bell	166
Pleasureville	Henry	114
Prestonsburg	Floyd	69
Richmond	Madison	69
Russell Springs	Russell	146
Salyersville	Magoffin	47
Sandy Hook	Elliott	26
Sharpsburg	Bath	33
Shelbyville	Shelby	110
Shepherdsville	Bullitt	144
Somerset	Pulaski	123
Springfield	Washington	122
Stanford	Lincoln	99
Stanton	Powell	50
Taylorsville	Spencer	122
Tollesboro	Lewis	43
Vanceburg	Lewis	37
Versailles	Woodford	79
Warfield	Martin	95
Warsaw	Gallatin	122
West Liberty	Morgan	26
Whitesburg	Letcher	112
Whitley City	McCreary	154
Williamsburg	Whitley	147
Williamstown	Grant	93
Winchester	Clark	48

EXHIBIT 2-MILEAGE FROM MOREHEAD (CONTINUED)
ESTIMATED MILEAGE CHART DISTANCES FROM MOREHEAD
(For Reference Only)

Location	County	Miles
Barren River	near Lucas	216
Buckhorn Lake	near Buckhorn	85
Carter Caves	near Olive Hill	30
Cumberland Falls	near Corbin	165
General Butler	near Carrollton	70
Greenbo Lake	near Greenup	46
Jenny Wiley	near Prestonsburg	74
Kenlake	near Hardin	329
Kentucky Dam Village	near Gilbertsville	371
Lake Barkley	near Cadiz	318
Lake Cumberland	near Jamestown	176
Levi Jackson	near London	143
Mammoth Cave	near Cave City	204
Natural Bridge	near Slade	79
Pine Mountain	near Pineville	130
Rough River Dam	near Falls of Rough	194
Out of State:		
Ohio		
Cincinnati – South	(Via AA Highway)	143
Cincinnati - North	(Via AA Highway)	130
Columbus		161
Dayton	(Via AA Highway)	167
Portsmouth		67
Tennessee		
Clarksville		287
Cookeville		333
Johnson City		201
Knoxville		232
Murfreesboro		312
Nashville		280
West Virginia		
Charleston		120
Huntington		70
Beckley		175

EXHIBIT 3

REIMBURSEMENT TABLE

Lodging:

The most economical rate available which is consistent with the purpose of travel.

Meals:

Regular and High Cost Time Frame Rates:

<u>Meal</u>	<u>Start</u>	<u>End</u>	<u>Regular Cost</u>	<u>High Cost</u>
Breakfast	6:30 a.m.	9:00 a.m.	\$ 7.00	\$ 8.00
Lunch	11:00 a.m.	2:00 p.m.	\$ 8.00	\$ 9.00
Dinner	5:00 p.m.	9:00 p.m.	\$15.00	\$19.00

Mileage:

All privately owned vehicles are reimbursed at the official state rate which is adjusted quarterly by the Finance and Administration Cabinet pursuant to [200 KAR 2:006](#).

Other:

Maximum amount of reimbursable expenses without a receipt is \$10.00.

These reimbursement rates are in accordance with the Kentucky Administrative Regulations and are subject to change by the Commonwealth of Kentucky.

EXHIBIT 4

MSU STUDENT MOTOR VEHICLE OPERATING PROGRAM : UNIVERSITY ADMINISTRATIVE REGULATION 311.01

This regulation can be viewed online at:

<http://147.133.3.37/files/units/daa/uar/uar311-01.pdf>

This Manual published in January, 2006 supersedes all previous handbooks and informational materials pertaining to the subjects included herein.

OFFICE OF ACCOUNTING AND BUDGETARY CONTROL

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