Abbreviations Used in this Presentation

- **DOAS** - Department of Administrative Services (State of Georgia)
- **SAO** - State Accounting Office (State of Georgia)
- **BOR** – Board of Regents
- **USG** - University System of Georgia
- **KSU** - Kennesaw State University
- **OFA** - Office of Finance and Accounting (Kennesaw State University)
Office of Finance and Accounting (OFA)

Travel Team Members

Sandy Caglioni
Director of Accounts Payable and Travel

Heather Mead
Travel Manager

Amy Fricks
Accounting Professional

Sandra Walton
Accounting Professional
WellStar College of Health and Human Services

Business Operations

Sandy Parr
Business Affairs Manager
sparr@kennesaw.edu
470-578-6782

Stephanie Vaughn
Travel & Purchasing Card
svaugh41@kennesaw.edu
470-578-2433
wellstarcollege.kennesaw.edu
Financial Resources

Travel Policy and Procedures

Concur Login
Mandatory Driver Training FAQ
Risk Management Forms and Resources
Car Rental Cost Comparison
Concur Support
Hotel & Motel Tax Exempt Form (use within Georgia)
Travel Policy and Procedures
Travel Resources and Job Aids

Purchasing and Accounts Payable Policy and Procedures

When should you use OwlPay?
OwlPay (payment request) Resources
Access to Financial Systems
Finance and Accounting Forms
Concur
If you are having trouble logging into Concur...

Are you using the correct **username** for Concur?

NetID@ksu
If you are still having trouble...

Contact your Admin. Associate
-or-
Contact Stephanie Vaughn
svaugh41@kennesaw.edu
-or-
Email the KSU Travel Team
travel@kennesaw.edu
Travel Request Tips & Policy Reminders
6. Policy

The Georgia SAO, USG, and BOR travel regulations and policy govern KSU employee travel. Further clarification and restrictions pertaining to KSU employees are provided below.

a. Employees are responsible for acquiring the lowest possible coach airfare at the time of travel.

b. Employees are required to submit additional documentation if their expense is questioned during review for payment by the Office of Finance and Accounting (OFA) or during review by auditors.

c. Employees attending a conference, meeting, or other organized event are required to submit with their travel expense report an official agenda that includes the dates of the event and any meals provided so that supervisors can ensure compliance with travel policy.

d. Employees are required to use the TMS/Concur online tools for travel requests, travel cash advance requests, travel bookings (airline, hotels, and vehicles), and travel expense reports.

e. Employees can use the paper KSU Travel Request Form for standing authorization to travel and are required to attach that form to their travel expense report.

f. Employees are not required to use the TMS/Concur online tools for KSU Study Abroad program travel.
Travel Requests

- Per SAO, BOR, and KSU policies, Travel Requests are **REQUIRED** for all employee out-of-state, international, and in-state overnight travel.

- Travel Requests must be completed, submitted, and **FULLY APPROVED** in the Concur system **prior** to any registration purchase and/or travel booking.

- Travel Requests should be submitted no less than 14 days in advance of trip*

*There are a few exceptions to this rule – please ask
Please remember to include the CONFERENCE NAME on your travel request!

Enter the conference name in the “Purpose” or “Comment” box please!
If any portion of your trip is being funded by another Department or Grant, please remember to include the additional Approvers to your request.
Question: What if I am going to be traveling for business but I am not going to claim any travel expenses for reimbursement?

Answer: If an employee is traveling on business but will NOT be claiming any travel expenses for reimbursement, a paper “Travel Request” form will need to be completed, signed, and submitted to Stephanie Vaughn for recordkeeping (email is fine).
Travel Request Form

- Form is located under the Travel Resources and Job Aids link on the WCHHS Financial Resources webpage
- Form must be signed by the employee AND their supervisor
- Send copy of form to Stephanie Vaughn for recordkeeping (you do not need to send a copy to the Travel Dept.)
- Keep original for your records
Booking Tips & Policy Reminders
Policy Reminder

Airfare and Rental Cars must be booked online using Concur, or by a travel agent at Travel, Inc.

Travel, Inc.
770-291-5190 or 877-548-2996
SOG@travelinc.com
Airfare Rules & Regulations

- Select the LOWEST priced airfare that meets the approved itinerary (Tip: look for the green checkmark – this indicates that the airfare meets SAO/BOR policy requirements)

<table>
<thead>
<tr>
<th>Fare Options</th>
<th>Free Checked Bags</th>
<th>Refundable</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Cabin (N) / Main Cabin (N) /</td>
<td>Visit American Airlines</td>
<td>No</td>
<td>$529.10</td>
</tr>
<tr>
<td>Main Cabin (S) / Main Cabin (G)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rules / Fare Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cabin Flexible (K) /</td>
<td>Visit American Airlines</td>
<td>No</td>
<td>$1,357.10</td>
</tr>
<tr>
<td>Main Cabin Flexible (K) /</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cabin Flexible (M) /</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cabin Flexible (M) /</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Cabin Flexible (M) /</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rules / Fare Details</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Airfare Rules & Regulations

▪ A minimum 14 day advanced ticket purchase is required. If booking is less than 14 days prior to travel, written approval (email or memo) must be obtained from your supervisor PRIOR to booking.

▪ If a trip is canceled after airfare is booked, an expense report is still required in order to charge the department for the unused airfare.

▪ Baggage fees are reimbursable for the first checked bag only.

▪ Baggage fees for excess weight are NOT reimbursable unless an appropriate business explanation is provided and approved by your supervisor.

▪ Priority seating fees are NOT reimbursable.
Car Rental Rules & Regulations

- For business trips that will be an estimated 100 miles or more ROUND-TRIP, the Car Rental Cost Comparison Tool should be utilized to determine the most cost-effective means of transportation (rental car vs. personal car)

http://ssl.doas.state.ga.us/vehcostcomp/
Financial Resources

Travel Policy and Procedures

- Concur Login
- Mandatory Driver Training FAQ
- Risk Management Forms and Resources
- Car Rental Cost Comparison
- Concur Support
- Hotel & Motel Tax Exempt Form (use within Georgia)
- Travel Policy and Procedures
- Travel Resources and Job Aids
There are two MANDATORY contracts for rental cars for State employees: 

All airport locations including Atlanta  

All in-state/non-airport locations in Georgia

**Policy Note:** renting a vehicle from another vendor outside the Statewide vendor contract will require an approved waiver from DOAS (Form # SPD-N10005) prior to travel.
Approved rental car sizes:

• Compact *(Dodge Neon or similar)*
• Mid-Size *(Chevy Cobalt or similar)*
• Full Size *(Ford Taurus or similar)*
• Mini-Vans – *for more than four employees*
The State liability policy is only in effect while the employee is using the rented vehicle for official business. For this reason, personal use of the vehicle, including allowing friends or family members to ride in a State rented vehicle, is prohibited.
Hotels can be booked without using Concur or Travel, Inc. for one of the following situations*:

- The conference rate is cheaper than the Concur government rate
- The hotel or resort cannot be reserved via Concur or by a travel agent at Travel, Inc.

*Tip: remember to add a comment to your expense report to explain why you booked your hotel without using Concur and/or Travel, Inc.
Hotel Rules & Regulations

- Using a private residence for business lodging (e.g. “Airbnb”, “VBRO”, “HomeAway”, etc.) for DOMESTIC travel is **prohibited** and will NOT be reimbursed by the State – no exceptions.

- We MAY be able to obtain approval for International Travel, but it must be approved by the State in advance. Please contact the Travel Team (travel@kennesaw.edu) for the pre-approval process.
Hotel Rules & Regulations

▪ Overnight stay within Georgia:
  ➢ Requires approval from direct supervisor (Tip: attach an approval email from your supervisor)
  ➢ State employees are exempt from paying “hotel/motel” or “occupancy” tax while traveling within the state (Tip: don’t forget to download and print the “Hotel Tax Exempt Form” and bring it with you!)
Financial Resources

Travel Policy and Procedures

Concur Login

Mandatory Driver Training FAQ

Risk Management Forms and Resources

Car Rental Cost Comparison

Concur Support

Hotel & Motel Tax Exempt Form (use within Georgia)

Travel Policy and Procedures

Travel Resources and Job Aids
Combining Personal Travel with State Business Travel
Combining Personal and Business Travel

▪ Any **personal time** that will be taken before, during, or after a business trip must be approved by your supervisor BEFORE travel.
  
  ➢ Dates (personal + business) should be entered on the TRAVEL REQUEST as well as a comment stating that personal time will be taken during the business trip
  
  ➢ Attach Email approval from your supervisor

▪ When combining business and personal travel that includes Airfare, due diligence must be completed **in advance of travel** to compare flight costs.

**NOTE:** If due diligence is not completed and cannot be proven after the fact, the employee’s reimbursement may be reduced from the reported amount.
Combining Personal and Business Travel

When an employee wants to add personal time to a business trip, it is preferred that they pay for the airfare *out-of-pocket* and have the university reimburse for the business portion:

1. Employee contacts Travel, Inc. (770-291-5190) to book airfare *(Tip: have your personal credit card ready)*

2. Travel, Inc. will charge the employee’s personal credit card for the airfare and email the traveler a quote for the *business portion* of the trip

3. When the employee returns from the trip, the *business airfare* is entered as an “out of pocket” expense in Concur and the employee is reimbursed *(Tip: include a copy of the airfare receipt or invoice that shows proof of payment using your personal credit card)*
Question: What if I am going to DRIVE to a conference, but I am also going to use some personal time while traveling?

Answer: My best advice…

Drive your own vehicle and ask for mileage reimbursement at the Tier 2 rate. (currently $0.17 per mile)
Remember...

Personal use of a State rented vehicle, including allowing friends and family to ride in a State rented vehicle, is prohibited.
# Expense Reports

## Denver, CO 05/30-06/02/17

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/02/2017</td>
<td>Fixed Meals</td>
<td>$48.00</td>
<td>$48.00</td>
</tr>
<tr>
<td></td>
<td>Denver, Colorado</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/02/2017</td>
<td>Hotel</td>
<td>$612.78</td>
<td>$612.78</td>
</tr>
<tr>
<td></td>
<td>Hilton Hotels, Denver, Colorado</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/02/2017</td>
<td>Other Ground</td>
<td>$32.15</td>
<td>$32.15</td>
</tr>
<tr>
<td></td>
<td>Uber, Denver, Colorado</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/02/2017</td>
<td>Parking</td>
<td>$26.85</td>
<td>$26.85</td>
</tr>
<tr>
<td></td>
<td>Parking Spot 2, Denver, Colorado</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/02/2017</td>
<td>Personal Car Mileage</td>
<td>$11.24</td>
<td>$11.24</td>
</tr>
<tr>
<td>06/01/2017</td>
<td>Fixed Meals</td>
<td>$64.00</td>
<td>$64.00</td>
</tr>
<tr>
<td></td>
<td>Denver, Colorado</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expense Report Reminders

- Attach a copy of the meeting agenda or conference schedule that includes the dates of the event plus any meals provided.

- Valet parking is **not** an allowable expense unless it is the **only option offered** at the event or hotel. (*Tip: attach an explanation and approval email from your supervisor to the expense report*)

- Don’t forget to import the Travel Agent fee onto your expense report (the fee is for airfare, lodging, and car rentals booked via Concur/Travel, Inc.).

- Appropriate Approvers should be added to the approval flow prior to submission of the expense report.
Please remember to add Stephanie Vaughn to the approval flow for **ALL** travel requests and expense reports in Concur.
Expense reports should be submitted within 10 days, *but no later than 45 calendar days* after completion of the trip or event.

IRS regulations require employees to submit travel expense reimbursement requests within 60 calendar days after completion of the trip. *Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, will become taxable income to the employee and will be reported on the employee’s Form W-2.*
Questions?

Stephanie Vaughn
svaugh41@kennesaw.edu
470-578-2433
Office Location: Prillaman Hall, Room 4104