

KANSAS STATE UNIVERSITY REQUEST FOR TRAVEL

Document Date: _____

This is to request that the following travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement. Reimbursement is made in accordance with applicable regulations and can be determined only after the travel voucher has been processed by Financial Services and the State Division of Accounts and Reports.

Traveler/Title _____ Department: _____

Paper Title: _____

Destination: _____

Purpose of the travel:

Date Leaving: _____ Returning: _____ Work Days Out of Office: _____

Meeting Dates - Beginning: _____ Ending: _____ Days of Annual Leave: _____

TRANSPORTATION EXPENSES -	Private Car <input type="checkbox"/>	State Vehicle <input type="checkbox"/>	Motor Pool <input type="checkbox"/>	Other <input type="checkbox"/>	\$ _____	Totals -
	Airfare <input type="checkbox"/>				\$ _____	
	Rental Car <input type="checkbox"/>				\$ _____	

OTHER EXPENSES -						Transportation: \$ _____
Meals - No. of Days: _____			Rate Per Day: _____			Meals: \$ _____
Lodging - No. of Days: _____			Rate Per Day: _____			Lodging: \$ _____
Registration Fee - Who paid: _____						Registration Fees: \$ _____
Miscellaneous Costs - Explain: _____						Misc. Cost: \$ _____
						TOTAL COSTS: \$ _____

KSU Account(s) funding travel:				Optional -- Dept. Accting
Project Name	Project Number	Amount	APO/TV Number:	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

Name of other KSU travelers: _____

Approval Requested by: _____ Date: _____

Department Authorized Signature: _____ Date: _____

The completed form is to be maintained on file in the authorizing official's office for five years. The authorized signature and traveler can not be the same person.

*See Reverse for Nightly Lodging Rates & Meal Allowance Per Diem

Nightly Lodging Rates & Meal Allowance Per Diem:	Breakfast	Lunch	Dinner	Total Daily	Lodging Maximum*
In-State, Border City, Out-of-State	\$9.00	\$12.00	\$25.00	\$46.00	\$124.50
Out-of-State: High Cost Area	\$12.00	\$16.00	\$33.00	\$61.00	\$238.50
Out-of-State: Special High Cost (DC & NY)	\$14.00	\$19.00	\$38.00	\$71.00	\$267.00
International	\$15.00	\$21.00	\$33.00	\$69.00	Actual
Conference**					Actual

*Lodging rates do not include taxes or fees.

**Conference lodging requires prior approval.

High Cost Geographic Areas/Special High Cost in bold

Alaska – Anchorage, Barrow, Fairbanks, Juneau, Kodiak, Nome

Arizona – Phoenix, Scottsdale, Tucson

California – Anaheim, Berkley, Carmel, Los Angeles, Monterey, Pasadena, Oakland, San Diego, San Francisco, San Jose, San Mateo, Santa Barbara, Santa Cruz

Colorado – Aspen, Avon, Beaver Creek, Denver, Keystone, Vail

Connecticut – Stanford

Florida – Boca Raton, Fort Meyers, Lake Buena Vista, Miami, Orlando, Sanibel Island, Tampa

Georgia – Atlanta

Hawaii – Honolulu, Kaanapali Beach, Kailua-Kona, Wailea

Idaho – Sun Valley

Illinois – Chicago

Indiana – Indianapolis

Louisiana – New Orleans

Massachusetts – Boston, Cambridge

Maryland – Baltimore, Ocean City, Special High Cost: Montgomery and Prince Georges in Maryland

Minnesota – Minneapolis, St. Paul

Missouri – St. Louis

Nevada – Las Vegas

New Jersey – Atlantic City, Edison, Morristown, Princeton, Tom's River

New York – New York City, White Plains New York, **Special High Cost New York (all locations in Nassau and Suffolk counties)**

Ohio – Cleveland

Oklahoma – Afton

Oregon – Portland

Pennsylvania – Hersey, King of Prussia, Philadelphia, Pittsburgh

Rhode Island – Newport

South Carolina – Hilton Head

Tennessee – Nashville

Texas – Austin, Dallas/Fort Worth, Houston, San Antonio, South Padre Island

Utah – Salt Lake City

Washington – Seattle

Washington D.C., **Special High Cost, Alexandria, Fairfax and Falls Church, and counties of Arlington, Fairfax and Loudon in Virginia**