Travel Expense Statement Instructions

The Travel Expense Statement form is for KSU employees who are not using the Travel Management System (TMS)/Concur. Use the Per Diem Calculator Tool (included below) to determine the total meal allowance due to the traveler (if applicable).

Page 1, Section 1: Expense Submitter & Preparer Information

- Traveler Name: Enter the traveler's name
- Employee ID#: Enter the traveler's employee ID#
- Home Address: Enter the traveler's street address
- City, State, Zip: Enter the traveler's home city, state, and zip
- Office Phone: Enter the traveler's phone number
- Email Address: Enter the traveler's email address
- Type of Travel: Select dropdown box for: In State, Out of State, or International Travel
- Travel To Date: Enter first date of the trip
- Travel From Date: Enter last date of trip
- Vendor #: Enter the traveler's PeopleSoft Vendor ID#

Page 1, Section 3: Record of Expenses: This section summarizes the Travel Expenses from page 2, the Mileage Expenses from page 3, and the M&IE Per diem amount calculated with the Per diem Calculator Tool on page 4.

- M&IE Per diem: Use the per diem Calculator Tool to calculate per diem travel meals and incidental expenses (see per diem Calculator Tool Instructions, next page)
- Amount: Validate that amount for each expense category populated correctly. Use totals of Travel Expenses from page 2, Mileage from page 3, and M&IE per diem from the per diem Calculation Tool
- Total Expenses: The sum of the expenses in the Amount column will total here
- Travel Advance: If the expense submitter obtained a travel advance prior to the trip, enter the amount of the advance

Due TO/FROM the Expense Submitter: If the expenses were greater than the total of the advances, the net amount owed TO the expense submitter will total here. If the advances were greater than the expense amount, the net amount due FROM the expense submitter will total here. If the expense submitter owes the State money, please attach a personal check to the expense report

Section 3: Certification and Attestation

Expense Submitter: Enter the name of the traveler

Note: The individual/s below who approve the Travel and Expense Statement are certifying the following:

Approval Authority: Enter the name of the expense approver. The signature is also required. The expense approver should be in a higher level position of authority.

Business Manager or Grants: Enter the name of the Business Manager or Grants representative approving. The signature is also required.

Page 2 - Mileage Section

Date: Enter date of the traveler's departure. (Date should automatically populate from page 1)

Origin: Enter location where the trip began

Destination: Enter final destination of business trip
Daily Miles
Enter total business miles for the travel

Personal Commute Miles
Enter total commute miles for the travel (Miles from home to work location)

Amount
Amount will automatically calculate (deducting any commute miles)

Mileage Rate
Verify that correct mileage rate populated. Total State use miles will automatically populate in Page 1 of the report.

Page 2 - Itemized Travel Expenses Section

Record of Travel Expenses
Itemize all expenses by date and type. An original receipt is required for any item $25 or greater. Original receipts are also required for

Ground Transportation
Enter amount of any commercial transportation used during a trip (Receipts are required)
Other expenses charged to this account

Lodging
Enter each day of lodging expense in the fields provided. (The daily rate and applicable

Rental
Enter each day and daily rate a rental car was used at the employee's expense

Car Fuel
Enter date and amount purchased for rental car fuel by the employee

Miscellaneous Expenses
Use this space to include expenses that do not apply to any of the above categories. List the date and provide a description of the expense. Attach an additional sheet if necessary.

Registration Fee
Enter any registration fees that were paid directly by the employee

Voice/Data Communications
Enter any telephone or internet charges that occurred while in travel status

Page 3: Per Diem Calculator Tool Instructions

Traveler Name
Traveler information should automatically populate from page 1

Departure Date & Time
Travel Dates should automatically populate from page 1

Return Date & Time
Travel Dates should automatically populate from page 1

Per Diem Rate:
1. Select the appropriate Per Diem Rates from the drop down menu under field listed 'select here'.
2. If trip is "In State", select from low cost or high cost county per diem's which are displayed
3. If the trip was out of state, use the GSA web site to determine the per diem rate for the travel city:
   http://www.gsa.gov/portal/category/21287
4. Use the drop down to select the per diem meals and incidentals rate as listed on the GSA web site, based on the travel dates. Some cities have seasonal rates.

Note: Be sure to enter the departure and return dates before selecting the per diem rate from the drop

M&IE Total
1. After marking any meals provided, the total amount to be reimbursed to the traveler will display in this field.
The M&IE Total amount will automatically display in the M&IE Per diem category amount on Page 1 of the report.

2. Attach the completed Per Diem Calculator Tool sheet to the Travel and Expense Statement as a supporting document to show how the M&IE amount was obtained.

Questions? Contact travel@kennesaw.edu