



Policy Title	Travel Policy
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Responsible Office	Office of the Associate Vice President for Operations
Contact Information	Office of Finance and Accounting Phone: (470) 578-6214 Email: travel@kennesaw.edu

1. Policy Purpose Statement

This policy defines additional travel policy and documentation requirements for Kennesaw State University (KSU or the University) employees.

2. Background

This policy helps to ensure compliance and provide further clarification to travel policy and documentation requirements for KSU. This policy aligns with the Georgia State Accounting Office (SAO) and with the Board of Regents (BOR) of the University of Georgia (USG) travel regulations and policies.

3. Scope (Who is Affected)

KSU employees are affected by this policy.

4. Exclusions or Exceptions

There are no exclusions or exceptions.

5. Definitions and Acronyms

Concur: The KSU Travel Management System (TMS) includes Concur, an online automated travel tool; a designated travel agent, Travel, Inc.; Air Plus, an arrangement with a billing company that allows KSU to pay airfare charges directly; and various travel-related discounts and designated providers. TMS is administered by KSU; Concur, Travel, Inc., Air Plus, and the other arrangements that have been assembled and contracted for are a part of the TeamWorks Travel and Expense (TTE) system, which is administered by the State Accounting Office (SAO). Concur provides online tools for travel requests, travel cash advance requests, travel bookings (airline, hotels, and vehicles), and travel expense reports.

Travel expense: A reimbursable expense for items such as a meal, lodging, personal vehicle mileage, transportation, parking, and miscellaneous expense incurred by an employee traveling on University business.

Travel Management System (TMS): KSU's approved travel system that includes the Concur online automated travel tool.

Travel request: A request made by an employee to obtain authorization in advance of incurring a travel expense and to travel on official business. A travel request includes the dates of the planned travel and an estimate of the various expenses expected to be incurred during the trip.

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.

7. Associated Policies/Regulations

- a. State of Georgia Travel Policy
- b. Board of Regents (BOR) Policy Manual, Section 7.6 Travel

8. Procedures Associated with this Policy

- a. University System of Georgia Business Procedures Manual, Section 4.0 Travel
- b. KSU Travel End-User Documentation

9. Forms Associated with this Policy

- a. KSU Travel Request Form
- b. KSU Travel Expense Form for non-employee and Study Abroad travel
- c. KSU Travel Expense Form Instructions for non-employee and Study Abroad travel

10. Violations

Individuals in violation of this policy are subject to a range of sanctions including but not limited to not being reimbursed for travel-related expenses, disciplinary action, dismissal from the University, and/or legal action.

11. Review Schedule

The Travel Policy is reviewed annually by the Associate Vice President for Operations or his/her designee.