

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 expense submitter's employee ID #
Home Address	Enter the expense submitter's street address
City, State, Zip	Enter the expense submitter's home city, state, and zip
Office Phone:	Enter expense submitter's phone number
Email Address:	Enter expense submitter'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 expense submitter's PeopleSoft Vendor ID #

Page 1, Section 3: Record of Expense: 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
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

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 Car	Enter each day and daily rate a rental car was used at the employee's expense
Rental	Enter date and amount purchased for rental car fuel by the employee
Car Fuel	
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:	<ol style="list-style-type: none"> 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. <p>Note: Be sure to enter the departure and return dates before selecting the per diem rate from the drop</p> <ol style="list-style-type: none"> 5. If the traveler had any meals provided during the trip (e.g., continental breakfasts; conference meals; hosted or business meals), mark the checkbox next to the meal(s) to reduce the per diem reimbursement. The reduction will calculate automatically based upon the GSA meal <u>excluding</u> incidentals breakdown.
M&IE Total	<ol style="list-style-type: none"> 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](mailto:travel@kennesaw.edu)