



Wichita State University



Travel Handbook



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The following handbook is presented to promote efficiency in processing business

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Expenses may be paid or reimbursed for transportation incurred for travel by private or leased vehicles, public transportation via commercial air flights, trains, buses, etc., and in some cases, chartered or rental of special conveyances. Local transportation expenses such as city bus and taxicab fares are discussed in the Miscellaneous Expenses section.

Traveling to or from restaurants is considered personal travel and will not be paid or reimbursed. Travel insurance for airfare will not be paid or reimbursed. Additional transportation expense incurred as a result of an employee residing in a city or town outside of the employee's official station or otherwise incurred because of an employee's choice of residence are not reimbursable. First class airfare is a non-reimbursable expense.

The most economical mode of airline travel is generally tourist or economy class. The most economical mode of passenger transportation is generally the most economical mode of travel.

For an employee who elects to drive (mileage is greater than 800 miles round trip) in lieu of flying, only the amount up r

workday is extended three hours or more beyond the regularly scheduled workday

If an employee becomes incapacitated due to illness or injury while on official state business away from the official station or domicile, the department may authorize payment to the employee for appropriate expenses, not to exceed five days per SOK policy 3004.

Lodging is reimbursed at the actual rate based on the itemized receipt. Meal Per Diem will be reimbursed based on the U.S. Department of State website https://aoprals.state.gov/web920/per_diem.asp

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