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1. Purpose. To set forth regulations and procedures for the administration of University-related travel.

2. Definitions. For the purpose of these regulations and procedures, the following definitions apply:

2.1 “In-town Travel” means travel within Shawnee County.

2.2 “Out-of-town Travel” means travel to and return from a destination outside Shawnee County.

2.3 “Prepaid Travel” means travel expenses paid by or on behalf of a traveler prior to a trip.

2.4 “Reimbursement” means payments made to an Employee by the University for substantiated travel expenses.

2.5 “Travel Advance” means:

- A cash payment to a traveler prior to a trip for the purpose of covering small out-of-pocket expenses;
- Travel expenses charged to a University credit card; and,
- Prepaid travel.

2.6 “Travel Expenses” means those expenses incurred in connection with University-related travel. These include, but are not limited to, conference fees, transportation, lodging, and meals.

2.7 “Traveler” means the Employee or Student traveling on University-related business. It also means the individual requesting permission to travel.

2.8 “Trip” means travel which begins upon departure from the traveler’s home or the University with a business-related final destination. The trip ends upon return to the traveler’s home or the University.

3. General.

3.1 Additional Department Rules. Departments may implement more restrictive internal regulations. Department regulations are in addition to those set forth in this document.

3.2 Special Situations. These regulations are not expected to cover every possible situation. For example, sponsored projects may have additional requirements. Discuss special situations with the Director of Finance and/or the Grant Accountant before submitting expenses for payment or reimbursement.

3.3 Restricted Exceptions. Area Heads and/or Major Academic Unit Deans may make exceptions to these regulations in extenuating circumstances, subject to approval by the Director of Finance.

3.3.1 Submit documentation for exceptions to the Director of Finance before travel takes place, if possible, or with the request for reimbursement.

3.3.2 An exception shall be overruled when, in the judgment of the Director of Finance:

- It violates applicable laws or regulations;
- It violates University regulations; or,
- There is insufficient justification.

3.3.3 When the Director overrules, the Director will notify the traveler and the individual who made the exception.

3.4 Accountable Plan. The University's travel policy and regulations are intended to function as an accountable plan. Travel advances (including prepaid travel) and reimbursements must meet three requirements:

- Advances must be in an amount reasonably related to the business expenses the University is expected to incur;
- Travelers must substantiate the amount, time, and business purpose of the expenses. This must be done within a reasonable time (generally no more than 60 days) after trip completion. A properly completed and approved travel expense report meets this requirement; and,
- Travel advance amounts in excess of substantiated expenses must be returned to the University within 15 days after trip completion.

3.4.1 Expenses not substantiated and/or excess advances not returned within a reasonable period of time, normally 60 days, will be treated as taxable salary/wage income. These amounts are subject to payroll tax withholding, and are reported on the traveler's W-2 form. The amount shall be shown on the Employee's pay stub as non-cash compensation, and payroll taxes withheld will reduce the traveler's net pay.

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3.5 Other Guidance. Automobile expenses are treated differently from other travel expenses. See Sections 12.1 through 12.11 below for additional information and guidance.

3.5.1 Travel expense is defined as the ordinary and necessary expenses of *traveling away from home* for the traveler's business, profession, or job. An ordinary expense is one that is common and accepted in the higher education field. A necessary expense is one that is helpful and appropriate for the conduct of the traveler's University-related business purpose. An expense does not have to be required to be considered necessary.

3.5.2 A traveler is considered to be traveling away from home when:

- Duties require the traveler to be away from the general area of the traveler's home *substantially* longer than an ordinary day's work; and,
- Sleep or rest is needed to meet the demands of the traveler's work while away from home.

3.5.3 Certain expenses not reimbursable under University regulations may be deductible on the traveler's personal income tax return.

4. Obtaining Travel Approval. A completed In-Town Travel Authorization form or Out-of-Town Travel Authorization form shall be completed and submitted to the Department Head. The forms are available on the Finance Office web site.

4.1 Approval Authority.

4.1.1 Approvals shall be by the applicable Department Head.

4.1.2 Approval shall be by a Student Organization officer and the applicable advisor for members of Student Organizations.

4.2 Maximum Reimbursable. The maximum amount to be reimbursed is to be specified by the first approver. Subsequent approvers shall change the maximum amount, if appropriate.

4.3 Request Submission deadlines.

4.3.1 In-town travel normally shall be submitted to the Department Head prior to the month in which travel is expected to occur.

4.3.2 Out-of-town travel shall be submitted to the Department Head in sufficient time to allow approved travel requests to be submitted to Accounts Payable at least 10 days before travel begins.

5. Special Public Transportation Regulations. Whenever practical, public transportation, such as commercial airlines and buses, trains, and rented vehicles shall be used.

5.1 Arranging For Service. After approval of the travel, arrangements for chartered bus service and rental vehicles shall be made through the Purchasing Department.

5.2 Certificates of Insurance. Certificates of insurance showing coverage acceptable to the VPAT shall be obtained from companies providing these services.

5.3 Requisition Information. Banner requisitions for rental vehicles shall include:

- Type of vehicle;
- Date and time scheduled for vehicle return;
- Trip start date;
- Destination and purpose of trip; and,
- Full name of driver(s) and other individuals who will be in the vehicle.

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6. Driver Qualifications. (See Subject X, Risk Management and Safety, Section 14, Operation of Vehicles.) Individuals driving on University business shall:

- Be 18 years of age or older (vehicle rental companies may require a higher minimum age); and,
- Have a valid driver's license.

6.1 Driver Restriction. An individual may be prohibited from driving either a personal or University provided vehicle on University business. The decision to prohibit shall normally be based upon the individual's motor vehicle record.

7. Prepaid Travel. Travel expenses may be prepaid on the traveler's behalf. These expenses include, but are not necessarily limited to, conference registration fees, airfare and lodging.

7.1 Applicable Banner Codes. Prepaid travel shall be charged to the applicable Banner fund code and account code 130100 (prepaid travel).

7.1.1 For Student Organizations, prepaid travel is charged to the Organization's agency account.

7.1.2 No other FOAPAL fields are required. Travel expenses are charged to the appropriate budget based on the FOAPAL codes entered on the traveler's travel expense report. (See instructions with the travel expense report form for guidance on completing the report.)

7.2 Methods of Prepayment. The following methods may be used to prepay travel expenses:

- Purchase order. (See Subject R. Purchasing and Financial Obligations. Section 12. for arranging issuance of a purchase order.);
- Travel card. Those Employees issued a University travel card may use it to prepay travel expenses;
- Payment Voucher. In cases where purchase orders are not accepted, a payment voucher may be used. Submit the properly approved voucher along with supporting documentation to Accounts Payable. (See Subject R. Purchasing and Financial Obligations. Section 12.);
- Advance payment. When the lodging provider does not accept purchase orders, but will accept a University check, an advance payment may be requested via a Banner requisition. If approved, the check shall be issued for the traveler to deliver to the lodging provider; and,
- Personal cash or credit card. Travelers may use personal cash or a personal credit card to prepay expenses. Reimbursement shall be made only after the appropriate travel authorization form is received by Accounts Payable. If a refund is made of a traveler's personal pre-payment, or any portion thereof, the amount refunded shall be returned to the University.

8. Cancellation Fees. Fees resulting from a traveler's cancellation of a trip for personal reasons shall normally be borne by the traveler. If there are extenuating circumstances surrounding a personal cancellation, the traveler may request reimbursement of cancellation fees. Approval or denial of such requests shall be by the appropriate Department Head.

9. Travel Advances. A cash travel advance for out-of-pocket expenses may be made when:

- Travel is by a group, such as an intercollegiate athletic team or a debate team; and,
- The Director of Finance determines it is in the best interest of the University to issue the advance.

9.1 Submitting Requests. Travel advance requests are submitted to Accounts Payable as follows:

- Athletic Department: By use of the NCAA-compliant "Cash Advance Team Travel" form; and,
- All other Departments: By submitting, in writing, a justification for and the amount of the requested advance. "Just in case" shall not be an acceptable justification.

9.2 Special Guidelines. The following guidelines apply when a travel advance is approved by the Director of Finance:

9.2.1 Only one advance to an individual (each sport in the Athletic Department) may be outstanding.

9.2.2 Advances shall be by University check made payable to the traveling senior University official such as, but not limited to, head coaches and Department Heads.

9.2.3 The advance check shall be picked up by the payee in the Business Office. Payees shall sign for the check before it will be released.

9.2.4 The Business Office shall not cash travel advance checks or issue advances in cash.

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10. Allowable Travel Expenses. In Sections 11 through 21 below, details concerning allowable travel expenses are discussed. The allowable expenses shall include, but are not limited to:

- Personal automobile expenses;
- Automobile rental;
- Parking;
- Tolls;
- Commercial carrier charges;
- Lodging;
- Meals;
- Conference fees; and,
- Tips.

11. Personal Automobile Expenses. Personal automobiles may be used for University-related travel. Reimbursement may be based on either mileage driven or actual expenses incurred. These methods may not be mixed on a trip.

11.1 Auto Insurance Requirement. Auto liability insurance levels of at least the minimum required by Kansas law plus personal injury protection benefits shall be carried by the traveler (see Kansas Statute 40-3107). The traveler shall be responsible for all insurance coverage relating to the use of a personal automobile.

11.2 Student Travelers. Student travelers are subject to the same requirements as Employees. Students who may be driving on a trip shall be listed on the “Out-of-Town Travel Authorization” form. Include Student’s birth date and driver’s license information.

11.3 Registered Student Organizations. Travel related to Student Organizations shall be considered University-related business.

11.4 Sharing Rides. Whenever two or more are traveling to the same destination, ride-sharing or carpooling shall be preferred.

11.5 Reimbursement based on mileage.

11.5.1 Mileage reimbursement covers all personal automobile expenses including, but not limited to, fuel, oil, tires, repairs, insurance, insurance deductibles, uninsured losses, license fees, and depreciation.

11.5.2 The standard mileage rate as determined by the IRS for the year in which the travel occurred.

11.5.3 The maximum reimbursable mileage shall be the lesser of mileage from the University or the traveler's residence to the trip destination. Reimbursement for fewer, but not more, miles may be approved. Maximum driving mileages for many destinations are shown in Section 24 below. Mileages were obtained from MapQuest (<http://www.mapquest.com>). Mileage to cities not listed in Section 24 shall also be obtained from MapQuest.

11.5.4 When a traveler uses a personal automobile even though flying would be less expensive, the:

- Mileage reimbursement shall be limited to the cost of a round-trip coach class airline ticket plus \$70 for round-trip travel to Kansas City International Airport (KCI);
- Ticket cost shall be based on reasonable departure and return dates; and,
- Traveler shall document the flight cost via a written quote from a travel agency or airline, a printed fare from an online reservation service, or another form of documentation acceptable to the Director of Finance.

11.5.5 When a traveler is transported to and from KCI by someone in a personal vehicle reimbursement shall be limited to:

- Mileage and tolls for one round trip; and,
- The KCI long-term parking rate times the number of trip days.

Example: Susan is dropped off at KCI on May 3. She is picked up at the airport on May 7. The cost of the two round trips is \$129.50 (\$121.50 in mileage, \$8.00 in tolls). Assuming long-term parking is \$4 per day, reimbursement is limited to \$80.75 (\$60.75 mileage, \$4.00 tolls, \$16.00 parking).

11.5.6 Reimbursement based on mileage shall not apply when a rented or University owned vehicle is used.

11.6 Reimbursement For Actual Expenses. Reimbursement for actual vehicle expenses may be chosen by the traveler. Actual vehicle expenses eligible for reimbursement shall be fuel and oil. Vehicle expenses may include the fuel fill-up prior to the start or at the end of the trip, but not both.

12. Vehicle Rental. Automobile rentals shall be allowed when significant University-related business travel at the trip destination is expected, and other travel options are not viable. Rental of a mid-size, 4-door vehicle or smaller is encouraged.

12.1 Auto Rental Contracts. University negotiated auto rental contracts shall be utilized. Contact the Purchasing Department for information.

12.2 Reimbursable Expenses. Reimbursable auto rental expenses shall be the rental cost, plus actual fuel and oil expenses not included in the rental cost. Reimbursement based on mileage shall not be allowed except as provided in Section 12.3.1 below.

12.3 Auto Rental Limitations.

12.3.1 Single day rental cost reimbursement shall be limited to the lower of actual rental cost or mileage.

12.3.2 Rental of an automobile for the purpose of driving to KCI for a flight shall not be reimbursable.

13. University Owned Vehicle Expenses. When a University vehicle is driven, only actual expenses for fuel and oil shall be reimbursable.

14. Parking. Reasonable parking expenses shall be reimbursable. Parking expenses include, but are not limited to:

- Airport parking;
- Hotel parking; and,
- Parking at public facilities.

14.1 Parking Reimbursement Limitations.

14.1.1 Reimbursement for valet parking shall be limited to the amount of the fee for self-serve parking. If the self-serve parking fee amount is not provided by the traveler, reimbursement will be 75% of the valet parking fee.

14.1.2 Travelers are encouraged to use the least expensive convenient parking alternative available. At KCI, this is the long-term parking on the airport premises. Reimbursement for KCI Terminal or Circle Parking shall be limited to the long-term parking rate.

14.1.3 If the traveler is being transported by someone else, reimbursement for parking shall be limited to 30 minutes in Terminal Parking. (See Section 11.5.5 for limitations on the total automobile expense reimbursement in this situation.)

15. Tolls. Reimbursable tolls include, but are not limited to:

- Turnpike tolls;
- Bridge or tunnel tolls; and,
- Tolls paid by taxi or shuttle, if the toll is charged to the traveler in addition to the transportation fare.

16. Airlines and Other Public Carriers.

16.1 Ticket Pricing and Purchase.

16.1.1 The University reimburses for the lowest-priced coach class airfare available consistent with flight availability and traveler convenience. The cost to upgrade to business or first class shall be borne by the traveler. Documentation of the applicable coach class airfare must accompany the Travel Expense Report form.

16.1.2 Airline tickets may be charged directly to the University via a purchase order issued to the applicable airline or travel agency.

16.1.3 Tickets or upgrades purchased with frequent flyer miles are not reimbursable to the traveler. All frequent flyer miles or other awards earned shall be the property of the traveler. If a more expensive flight is booked solely based on a frequent flyer program, the traveler shall be responsible for the difference in cost.

16.1.4 Airfare can often be reduced by staying over a Saturday night. To be reimbursed for the extra night, travelers shall obtain approval on the Request for Out-of-Town Travel form. Full documentation of the cost benefit shall be included on the request. When airfare reduction is less than additional costs incurred, reimbursement shall be as if there were no Saturday night stay.

16.2 Group Discounts and Other Incentives (Discounts). Any group discounts received for University-related travel the expense for which is paid in full or in part by the University:

- Shall be the property of the University;
- Shall be used only to reduce the expense of the trip to which the discounts apply; and,
- May only be used to reduce the trip expense for the Student and/or the University.

16.3 Taxi and Shuttle Service.

16.3.1 Reasonable taxi or airport shuttle fares at the trip destination shall be reimbursable. Travelers are expected to utilize the least-cost method of travel between the airport and the hotel.

16.3.2 Reasonable taxi fares shall be reimbursed for local University business-related travel while at the trip destination. (See Section 11 above for additional information and guidance.)

16.3.3 Shuttle service to and from KCI shall be considered a reimbursable expense. Limousine service shall not be considered a shuttle service and is not a reimbursable expense.

17. Lodging.

17.1 Lodging Selection. Travelers shall choose reasonably-priced, good quality hotels whenever practical. The conference hotel rate for travelers attending a conference shall be considered as reasonable.

17.2 Lodging Expenses.

17.2.1 Actual room costs shall be reimbursed for each day lodging is required for business purposes. Room costs must be documented by a detailed hotel bill.

17.2.2 Lodging expenses consist only of room cost plus applicable taxes. Other charges itemized on the hotel bill shall be either:

- Non-reimbursable personal expenses; or,
- Noted on the expense report in the appropriate section.

Example: Jim stays 3 nights in a hotel room costing, with tax, \$120 per night. He charges room service meals of \$30 and movies of \$10 to his room. On his expense report, Jim reports \$360 for lodging expense. Room service meals are reported in the applicable meals section. Movies, a personal expense, are not reimbursable.

18. Meals.

18.1 Receipts. The traveler shall obtain receipts for all meals, if possible. Receipts shall be required for each meal costing more than \$25.

18.2 Maximum Reimbursement. The maximum daily reimbursement for meals is \$50.

18.3 Three Meals Daily. Reasonable expenses for up to three meals daily while on out-of-town travel shall normally be reimbursable. University limitations and regulations shall be observed.

18.4 Conference Fee Meals. Meals included in a conference fee shall preclude the traveler from being reimbursed for those same meals eaten elsewhere.

Example: Zeke attends a conference at which lunches are included in the conference fee. He chooses to eat one lunch elsewhere. That lunch cost is not reimbursable.

18.5 Snacks and Mini-bar. Snacks or hotel room mini-bar food normally are not reimbursable as meals. However, snacks or mini-bar food substituted for a meal may be reimbursable.

18.6 Two Hour Limitation. If two meals occur within a 2-hour period, only one shall be reimbursable. However, dessert purchased within 30 minutes of paying for a meal shall be considered part of the meal.

Example: Fred pays for lunch at a restaurant at noon. At 2:30, he purchases a milk shake. Fred will be reimbursed only for the lunch. The milk shake is a personal expense.

Example: Mary pays for lunch at a restaurant at noon. At 12:25, she purchases ice cream. Mary can be reimbursed for both the lunch and the ice cream.

18.7 Overnight Stay. Meals eaten during a trip involving an overnight stay shall be reimbursable.

18.8 Travel Days. Meals eaten on days of travel are normally reimbursable depending on the times the trip begins and ends.

18.8.1 If the trip begins:

- Before 10:00 a.m., all three meals shall be reimbursable;
- Between 10:00 a.m. and 2:00 p.m., lunch and dinner shall be reimbursable;
- Between 2:00 p.m. and 6:00 p.m., dinner shall be reimbursable;
- After 6:00 p.m., no meals shall be reimbursable.

18.8.2 If the trip ends:

- Before 10:00 a.m., no meals shall be reimbursable;
- Between 10:00 a.m. and 2:00 p.m., breakfast shall be reimbursable;
- Between 2:00 p.m. and 6:00 p.m., breakfast and lunch shall be reimbursable;
- After 6:00 p.m., all three meals shall be reimbursable.

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18.9 One Day Travel.

18.9.1 Meals consumed during a trip not involving an overnight stay normally shall not be reimbursable. This is because a trip not involving an overnight stay is generally not considered out-of-town travel. To be considered out-of-town travel the:

- Trip must cause the traveler to be away from home for substantially longer than a normal working day; and,
- Traveler must need to sleep or rest to meet the demands of work while away from home.

Example: Mike attends a seminar in Kansas City. He drives to the seminar in the morning, and returns home at 6:30 p.m. Mike's meal expenses for the day are not reimbursable, because he has not been away from home.

Example: Linda attends a seminar in St. Louis. Leaving early in the morning, she drives to St. Louis, and returns home at 10:30 p.m. Linda's meal expenses are reimbursable, due to the length of time away from home. Additionally, though she did not do so, it would not have been unreasonable for her to stop for rest.

18.9.2 Travel to destinations within 225 miles of the traveler's home without an overnight stay shall not be considered to be out-of-town travel. For longer trips without an overnight stay, the Director of Finance shall determine whether meal expenses qualify for reimbursement. The determination shall be based on the specific facts and circumstances.

18.10 Guest Meals. Other individuals' meals may be paid for by the traveler for business purposes. When the other individuals are also Employees, list the names of each diner on the meal receipt and on the travel expense report. Meals for non-Employees shall be considered entertainment rather than travel expense. (See Subject K. Entertainment for applicable regulations.)

18.11 Alcoholic Beverages. Alcoholic beverage costs shall not be reimbursable from the University General Fund. Such expenses may be reimbursed from unrestricted funds, if available and approved by the individual authorized to do so. The individual who incurred the expense and is seeking payment of or reimbursement for alcohol or cereal malt beverage expenses shall certify on the request no individual under the legal drinking age consumed any of the beverage for which payment or reimbursement is being requested.

19. Conference Fees. Conference registration fees shall be reimbursable and reported on the expense report.

19.1 Pre/Post Conference Workshops. Pre- or post-conference workshop or meeting fees are reported on the expense report as a registration fee.

19.2 Conference Extracurricular Activities. Fees for activities such as, but not limited to, golf tournaments, tours, and cruises, shall not be reimbursable. A meal included in the activity fee shall be reimbursable. When possible, the traveler shall determine the cost of the included meal. When not possible, the traveler may estimate the cost based on the price of a comparable meal at a reasonably-priced restaurant.

Example: Rhonda signs up for a dinner cruise during a conference. The cost is \$50, and the meal portion cannot be determined. The meal consists of a salad, an entrée, two vegetables, dessert and a beverage. A similar meal at a reasonably priced restaurant would cost around \$25, including tip. Rhonda may be reimbursed \$25 of the \$50 cruise cost.

20. Tips.

20.1 Reimbursable. When customary and appropriate tips for normal services related to business travel shall be reimbursable up to 20% of the pre-tax charge. Tips for unbilled services (e.g., hotel bellhop) shall be reasonable in the circumstances.

21. Other Travel Expenses. Other travel expenses are reimbursable when a business purpose for the expense is adequately documented. These expenses include, but are not limited to:

- High-speed internet access;
- Telephone calls;
- Fax charges;
- Postage or shipping charges; and,
- Copier services.

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22. Non-Allowable Expenses. Certain expenses incurred during a trip shall not be reimbursable. These expenses include, but are not limited to:

- Expenses of a friend, spouse, other family member, or other non-Employees;
- Expenses deemed to be personal under these regulations;
- Travel upgrades;
- Traffic fines, parking tickets or auto repairs;
- Unused room reservations not properly canceled;
- Pay-per-view television shows or movies;
- Toiletries, reading materials, snacks, etc;
- Credit card late fees and/or finance charges; and,
- Sauna, massage or exercise facilities.

23. Requesting Reimbursement. Travel expenses are reported by the Employee on either the In-Town Travel Authorization Form or Travel Expense Report. These forms are available in Excel format on the Finance Office web site. The spreadsheet has several formulas to simplify calculations and summarizations. Do not change any of these formulas, or the spreadsheet may not work properly.

23.1 Expense Report Purposes. The purposes of the travel expense reports are to:

- Provide a method to request reimbursement;
- Provide a format for reviewing and approving the expenses; and,
- Comply with applicable reporting rules and regulations.

23.2 Receipts Requirements.

23.2.1 Original receipts indicating proof of payment are required for all expenses of more than \$25 noted on the report. Receipts shall be submitted for all expenses, if possible. The following are examples of items not considered original receipts:

- Photocopies of original receipts;
- Credit card statements;
- Record of charge slips accompanying a credit card statement;
- Other statements of account; and,
- Restaurant stubs.

23.2.2 Receipts shall show, at a minimum, the:

- Name of the payee/vendor;
- Date of the purchase;
- Amount of the purchase; and,
- Amount of tip or required gratuity/service charge.

23.2.3 The traveler shall provide a signed statement explaining the absence of original receipts for purchases of more than \$25. The Director of Finance shall determine the amount of the expense, if any, which is reimbursable.

23.3 When Receipts Not Required. Proof of payment for airline tickets, lodging, automobile rental, and conference fees shall not be required when paid by purchase order, travel card, or University check.

23.4 Specific Documentation Requirements. Specific documentation requirements for travel expense categories are described below:

- Airplane tickets –ticket “receipt” coupon and/or equivalent printed receipt for e-tickets and copy of invoice, or other proof of payment;
- Lodging – itemized hotel bill and copy of invoice or other proof of payment;
- Auto rental – auto rental agreement and proof of payment;
- Auto mileage – actual mileage, limited to mileages shown in Section 24 below. If the destination is not shown, submit a printout of the MapQuest page showing mileage between the University and the destination;
- Auto gas – original receipts for gasoline and oil (not reimbursable if mileage is claimed);
- Conference fees – conference agenda or meeting schedule, and proof of payment;
- Tolls, taxi, parking– receipt or bill;
- Meals – detailed receipt showing items purchased, and proof of payment. When meals are purchased for other Employees, list the names on the receipt, and on the travel expense report or in a memorandum and attach to report; and,
- Telephone & other – hotel bill or receipt showing nature of the expense. Document business purpose in the details section of the expense report.

23.5 Report Approval and Submission. Appropriately approved expense reports shall be submitted to Accounts Payable. Approval indicates:

- The report was examined in detail;
- Expenses were determined to be valid and incurred in accordance with University regulations; and;
- The reviewer approves the amount to be reimbursed.

24. Maximum Allowable Reimbursable Mileage. Reimbursable mileage is the mileage driven to a destination, less the mileage for the traveler's normal commute to the traveler's normal place of business. The maximum reimbursable mileage shall be the lesser of mileage from the University or the traveler's residence to the traveler's destination. Reimbursement for fewer miles, but not more miles, may be approved.

Standard driving mileages from the University to many travel destinations have been determined and are shown on the next page.

25. Direct Deposit Reimbursement.

25.1 Employees with Payroll Direct Deposit. If the Employee has payroll direct deposit, the reimbursement shall be made by direct deposit to the same account unless the Employee contacts the Director of Finance and requests:

- Direct deposit to a different bank account; or,
- Reimbursement by check.

25.2 Employees without Payroll Direct Deposit. These Employees may request direct deposit of travel reimbursement by contacting the Director of Finance.

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The mileages shown below are one-way mileages obtained from MapQuest (<http://www.mapquest.com>). Obtain mileage to cities not listed below from MapQuest. Cities are in Kansas unless otherwise noted.

Abilene	89	Garden City	379	McPherson	149
Ada, OK	370	Gladstone, MO	70	Mission	64
Ames, IA	291	Great Bend	189	Muskogee, OK	269
Arkansas City	195	Grove, OK	243		
Atchison	56	Hays	205	Neosho, MO	229
		Holton	33	Norman, OK	312
Baldwin City	43	Houston, TX	735		
Blue Springs, MO	83	Hutchinson	177	Oklahoma City, OK	293
Bolivar, MO	199			Olathe	56
Boulder, CO	560	Independence, KS	134	Omaha, NE	170
Burlingame	29	Independence, MO	77	Osage City	36
Burlington, IA	356	Iowa City, IA	370	Ottawa	49
		Irving, TX	492	Overland Park	66
Chicago, IL	591				
Clay Center	135	Jefferson City, MO	220	Parsons	144
Coffeyville	158	Joplin, MO	203	Pella, IA	300
Colorado Spgs, CO	524	Junction City	65	Pittsburg	173
Columbia, MO	189				
Concordia	160	Kansas City, KS	62	Raytown, MO	75
Concordia, MO	120	Kansas City, MO	65	Rolla, MO	282
Concordia, NE	198	Kansas City airport	75		
Conway, AR	456	Kearney, NE	298	Salina	112
Council Grove	60	Kirksville, MO	243	Shawnee	64
				Springfield, MO	228
Dallas, TX	495	Langston, OK	270	St. Joseph, MO	102
Danville, AR	422	Lawrence	28	St. Louis, MO	312
Denver, CO	540	Leavenworth	63	Stephenville, TX	565
Des Moines, IA	257	Lee's Summit, MO	84	Stillwater, OK	258
Dodge City	273	Lenexa	65		
		Liberal	350	Tulsa, OK	308
Edmond, OK	280	Liberty, MO	232		
El Dorado	111	Lincoln, NE	167	Valley Falls	31
Ellsworth	151	Little Rock, AR	487		
Emporia	60	Lyndon	31	Warrensburg, MO	127
Fayetteville, AR	301			Weatherford, OK	362
Ft. Riley	68	Manhattan	58	Wichita	140
Ft. Scott	143	Maryville, MO	142		
Ft. Worth, TX	493	Mayetta	23		