

Instructions for completing the Shared Services Travel Request– This is an *ESTIMATE* of your expenses and should be completed in advance of your travel.

Name, Title and Department of Traveler: Fill in name of person traveling.
Department is the department which funds the travel.

Type of Travel: Indicate Domestic or International.

Destination: List city(s) and state(s) to where the traveler will be going on official business.

Purpose of the Travel: Give a brief description of the purpose for requesting official travel. If more than one purpose, give a description of each purpose.

Event Description: Provide the name of conference, workshop, etc. Include web address if known.

Meeting/Event Dates: Enter beginning date(s) and ending date(s) of meeting(s).

Dates of Travel: Enter date leaving and date returning.

Transportation Expenses:

If any of the listed expenses were paid using your BPC or a departmental Admin's BPC, please indicate as such.

Mileage when driving personal car. When driving a personal vehicle over airfare, you must include a Cost Comparison for the cost of the flight.
<https://dfs.ksu.edu/eforms/forms/simpleforms/Travel/CostComparison.pdf?revdate=20170119>

Mileage To/From Airport: Yes/No

Departmental Vehicle

Motor Pool

Other, i.e. Taxis, Shuttles, UBER, Lyft

Rental Car

Airfare

Other Expenses:

Per Diem: List number of days the traveler anticipates being gone on official business including travel time. Rates can be found using the applicable link:

The official subsistence rates for CONUS (Contiguous United States) and OCONUS (Alaska, Hawaii, and U.S. Territories), and international travel locations will be updated each October 1 and April 1. The rates may directly be accessed at the following websites listed below:

Contiguous United States (CONUS): <http://www.gsa.gov/portal/content/104877>
The U.S. General Services Administration (GSA) maintains the M&IE rates and lodging rates for travel locations in the contiguous United States.

Outside Contiguous United States (OCONUS): <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
The U.S. Department of Defense (DOD) maintains the M&IE rates and lodging rates for travel locations within Alaska, Hawaii and U.S. Territories/Possessions.

International Locations: https://aoprals.state.gov/web920/per_diem.asp
The U.S. Department of State (DOS) is the source for M&IE rates only for international travel locations. Payment for actual lodging expense is allowed for international travel.

Lodging, please indicate the number of nights. *No lodging is claimed for the last day of travel.*

Conference Registration: Amount of registration (Indicate if meals or lodging are included in the cost of the registration). Please attach the conference agenda and conference lodging information.

Personal Travel: This should include personal business or vacation time with a beginning and ending date. *If travel will include PERSONAL TRAVEL, traveler must include a Cost Comparison for airfare.*

Funding from Other Sources: i.e. Grad School, College.

Funding Info: Provide the Nickname of the KSU account(s) which will be providing funds for the travel. List the amount(s) funded from each.

Maximum Budget: if applicable.

Name(s) of other KSU Travelers: Provide names of other KSU travelers.

Travelers Signature and Date

Department Head Signature (if required) and Date

Please submit this form to acctgsouth@ksu.edu, acctgcentral@ksu.edu or po@phys.ksu.edu depending on the Center that processes your travel.