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](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](http://www.gsa.gov/portal/content/104877)
- **Outside Contiguous United States (OCONUS):** [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
- **International Locations:** [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

The U.S. General Services Administration (GSA) maintains the M&IE rates and lodging rates for travel locations in the contiguous United States. 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. 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.