

## **Policy Requiring Additional Documentation for Travel Expense Reporting and Restrictions on Use of Travel Agencies**

**Purpose:** To add to required documentation for Expense reporting and to minimize travel agency fees.

**Discussion:** An Internal Audit concluded in January 2009 revealed that travel documentation submitted with expense reports was not sufficient to determine compliance with State and BOR travel regulations. In particular, employees requested travel expense reimbursement for attendance at conferences but there was no documentation as to the dates of the conference or if meals were provided at the conference. Travel policy specifically states that per diem cannot be claimed when meals are provided by the conference. In addition, it was discovered that the lowest possible coach airfare was not always chosen by the traveler and travel agencies were used for in-state travel resulting in additional expense. The report recommended that this policy be adopted to better ensure compliance.

**Policy:** Kennesaw State University follows the BOR and State Travel Policy and Regulations. These policies can be found in the BOR Business Procedures Manual. However, further clarification and restrictions pertaining to KSU are as follows:

1. Although the use of travel agencies is allowed in the BOR policy, KSU desires to reduce expenses for travel. Travel Agencies should not be used for in-state travel. For out-of-state domestic travel, the use of travel agencies shall be restricted to groups of three or more traveling together. This would primarily be student teams and groups. Travel agencies are also permitted for all international travel. Documentation must be submitted justifying the use of a travel agency in all other cases.
2. Employees are responsible for acquiring the lowest possible coach fare at the time of travel. Employees will be required to submit additional documentation if their expense is questioned.
3. Employees will be required to submit an official summary conference agenda showing dates of the conference and meals provided so that supervisors can ensure compliance with travel policy.

**Procedure:** Employees should be sure to attach additional documentation required by this policy to their expense report submitted to Business Services. English translations should also be attached, if necessary.