I. TMS MODULES

1. Travel Requests (Job Aid Section 2.00)
   • Create a new Travel Request for any overnight and/or out-of-state travel prior to traveling.
   • Do not book any travel without an approved Travel Request.
   • Estimate all trip expenses and enter into appropriate trip Segment.
   • Allocate the expenses, if needed.
   • Pre-Paid Registration segment should include registration or any expense prepaid by Pcard or ePro.
   • Be sure to add ALL necessary approvers before you submit!

2. Cash Advances (Job Aid Section 3.00)
   • Requests should be made 20 days prior to trip start date.
   • Cash Advances through TMS should be for Travel only.
   • List the purpose of the cash advance and expenses it will cover in the Comment section.
   • Requests are submitted to default manager only for approval. No other approvers can be added.
   • Cash advances should not be requested for less than $500.
   • Cash Advances should not be requested for “meal expenses” only.
   • Cash Advances will be reconciled in your Expense Report when you return from trip.

3. Travel Expense Reports (Job Aid Section 5.00)
   • Expense reports should be submitted through TMS between 3-10 days from completion of trip.
   • Attach the appropriate Travel Request to the Expense Report.
   • Company Paid (or Smart Expenses) AND related Travel Agent Fees must be imported into appropriate Expense Report.
   • Allocate the expenses, if needed.
   • If a Cash Advance was taken, reconcile it in the Expense Report.
   • Reimbursements will be made via direct deposit based on your ADP account information.
   • Be sure to add ALL necessary approvers before you submit!

I. TMS MODULES (continued)

4. Booking Travel through TMS (Job Aid Section 4.00)
   It is the travelers responsibility to use most economical means of travel (decision must be based on comparison of airfare vs. driving personal vehicle vs. driving rental car) See Vehicle Cost Comparison website.

   Airfare
   • Flight results with a Green reserve button are policy compliant. Flight results with a Yellow reserve button are outside of policy and require an explanation for booking.
   • Flights booked with less than 14 day advance purchase require a written explanation for the booking delay.
   • Traveler will receive 2 emails after booking. First, from Concur confirming reservation. Second, from Travel Inc. with e-Itinerary ticketing confirmation.
   • After you book airfare, the expense and fee will be billed directly to KSU and posted to your TMS account as an Available Card Charge. It will need to be imported to the Expense Report.
   • Changes and cancelations must be done through TMS.

   Rental Cars
   • Enterprise must be used for in-state. In-State rentals are billed direct to KSU. This expense will be posted to your TMS profile and Imported to the Expense Report.
   • National must be used for out-of-state. Travelers will pay out of pocket for out-of-state rentals.
   • Renting outside the statewide vendor contract requires an approved waiver form SPD-NI005.
   • Use the Car Rental Cost Calculator form to determine if a rental vehicle is more cost effective than a personal vehicle.
   • Vans may be rented for 4 or more travelers.

   Lodging
   • Enter conference rate and/or code and rate in the Notes to Travel Agent section to receive conference rate.
   • If your conference hotel is not listed as a search result, either call Travel Inc. or book directly with the hotel.
   • Requires an itemization on the Expense Report.

   • Lodging may only be reimbursed for the single occupancy rate.
   • Justify phone calls and/or internet use with business purpose.
   • Be sure to present the Hotel/Motel Tax Exemption form for lodging within the State of Georgia.
   • Lodging expenses are allowed when the destination is located more than 50 miles from both headquarters and residence. Written pre-approval required for lodging within this radius and must be submitted with Expense Report.

II. GENERAL GUIDELINES

1. Meals (Per Diem)
   Per diems, or Travel Allowances, are automatically calculated in the TMS system based on your trip itinerary. Make sure you properly chose “In-State” or “Out-of-State”!
   Per diem rates include both the cost of meals and incidental expenses.

   In-State Travel (low-cost areas) $28.00 per day:
   Breakfast = $ 6.00
   Lunch = $ 7.00
   Dinner = $ 15.00

   In-State Travel (high-cost areas) $36.00 per day:
   Breakfast = $ 7.00
   Lunch = $ 9.00
   Dinner = $ 20.00
   (Chatham, Cobb, DeKalb, Fulton, Glynn, and Gwinnett counties only)

   All overnight trips:
   Travelers will receive 75% of allowable per diem on day of departure and return.

   Non-Overnight trips:
   Travelers will receive 75% of the allowable per diem if they are away for more than (12) hours AND travel more than 50 miles from home or headquarters.
II. GENERAL GUIDELINES continued

2. Mileage
   • Be sure to click the Deduct Commute Miles checkbox if leaving from or returning to residence rather than campus. This does not apply to weekend or holiday travel dates.
   • If your actual mileage was different than the calculated mileage due to detours, locations with no address, etc., you may change the calculated distance and use the Comment field to explain the difference. This distance MUST be a whole number!
   • Mileage incurred driving on campus (including “off-site” locations such as KSU Center or Town Point is not reimbursable).

3. Conferences
   • Traveler must deduct meals provided in the registration fee paid by the University; this applies even if the traveler decides not to eat the meals. In that case, the traveler must provide an explanation and receipt for the actual meal expense.
   • “Continental breakfast” and “banquets” are considered meals—at the conference.
   • A reception is not considered a meal.
   • Conference agendas must be uploaded or faxed in the Expense Report as a receipt image.

4. Foreign Travel
   • Itemized hotel receipts are required.
   • Expenses are converted to US dollars in the TMS system. The exchange rate defaults based on your travel dates, but can be modified if your actual rate was slightly different. Provide a Comment for any changes to the system rate.

5. Receipts
   • Receipts uploaded or faxed to your Expense Report in TMS must be legible.
   • Receipts Required for:
     a. Airline Fares (out of pocket)
     b. Hotel expenses
     c. Rental Car expenses
     d. Meals unless claiming per diem

III. TRAVEL REGULATIONS
Copies of the Travel Policies can be found at the following websites:
KSU Travel Policy
Board of Regents Travel Policy
State Travel Regulations

IV. OTHER HELPFUL WEBSITES LINKS
TMS/Concur Login
https://www.concursolutions.com
KSU Travel Website
https://financialservices.kennesaw.edu/accounting/travel
Federal Per Diem
Per Diem Rates
Vehicle Cost Comparison
DOAS Fleet Support Services Vehicle Rental Cost Comparison
Mapquest
http://www.mapquest.com/directions
Hotel/Motel Tax Exemption
https://financialservices.kennesaw.edu/business/files/HotelTaxExemptionForm.pdf
International Per Diem Rates
http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
Currency Converter
Currency Converter | OANDA
TMS Buttons and Icons

Questions?
Send an email to:
travel@kennesaw.edu

Who to call:
• Send an email to travel@kennesaw.edu
• Call the AP/Travel Hotline 770 420-4394
• The department’s Business Manager can contact the KSU TMS Travel Administrator