Date: August 1, 2014

To: All Departments

From: Katrina Yoakum, Comptroller
      Rick Beattie, Director of Procurement
      Linda Sadler, Chief Financial Officer of KU Office of Research/KUCR

Re: New Travel Authorization Requirement

Effective with the start of fiscal year 2015, all travel authorizations created utilizing the either the UKANS or KURES business unit are to include a complete itemization of estimated travel expenses. This new requirement for travel is to satisfy KU’s obligation to new travel procedures from the Kansas Department of Administration.

Estimated expenses include (but are not limited to):

- Mode of transportation (airfare, rented vehicles, etc.)
- Lodging
- Meals
- Mileage
- Parking
- Tolls
- Registration
- Other anticipated expenses

For estimating purposes, if the miscellaneous non-subsistence items are not known, $50 seems to be an average amount incurred by travelers.

Due to p-card and other modes of payment, it may not be practical to itemize each travel expense on the travel authorization detail lines. Therefore, complete itemization of estimated expenses and mode of transportation are entered in the comments field of the travel authorization.

Because of the requirement to have complete itemization of travel expense, this means travel authorizations cannot be entered for $1 regardless of funding being used. The only exception is if the travel reimbursement will be sent directly to KU Endowment or reimbursed by another organization. In this case, the itemized expenses are listed in the comments of the authorization.

The query DEPT_TE_TA_ENCUMBRANCE may be used to review open travel authorizations.

For departments served by a Shared Service Center (SSC), please contact your financial support representative for additional information.