

TRAVEL INSTRUCTIONS

Forms Used For Travel

The travel forms are located in the S Drive at: S:\Fiscal Information\Travel

- Travel Request Form – This needs to be filled out BEFORE any out of state travel occurs or an in state hotel costs more than the state rate.
- Travel Expense Detail (DA-121) – This needs to be filled out for any expenses you pay for with your personal funds, private vehicle mileage, or any per diem owed to you.
- Travel Private Mileage Rental Comparison form – This needs to be filled out if you take a private vehicle and you had access to a state vehicle. For the most part, the only time you won't use this is for board members.

Travel Request Form

When using the Travel Request form, it must be filled out and signed BEFORE the travel occurs. The signees are the traveler and the Program Manager. If the Program Manager is the traveler then their supervisor will be the second signee.

The Travel Request form is to be used when:

- The travel is in-state but the lodging exceeds the maximum lodging rate.
 - If the rate is under 150% of the maximum rate, you will choose "YES" on the request lodging up to 150% of maximum line and provide the reason.
 - If the rate is more than 150% of the maximum rate and the conference is taking place at the hotel (or if the hotel is the overflow for the conference) then check "YES" on the request actual lodging line. You will need to attach the conference brochure or a screenshot of the webpage where it states that it's the conference/overflow hotel.
- The travel is out of state in Nebraska, Missouri, Oklahoma, or Colorado, but the lodging exceeds the maximum rate.
 - If the rate is under 150% of the maximum rate, you will choose "YES" on the request lodging up to 150% of maximum line and provide the reason.
 - If the rate is more than 150% of the maximum rate and the conference is taking place at the hotel (or if the hotel is the overflow for the conference) then check "YES" on the request actual lodging line. You will need to attach the conference brochure or a screenshot of the webpage where it states that it is the conference/overflow hotel.
- The travel is out of state, not in Nebraska, Missouri, Oklahoma, or Colorado.
- The travel is international.

The dollar amounts on the form are an estimate of what the travel will be, so if they differ than the actual travel you don't need to redo it.

Travel Expense Detail (DA-121)

The DA-121 is the form you use for all of your expense reimbursements. You only enter the expenses that you paid for out of pocket, per diems, and private vehicle mileage.

- If any meals were provided please notate it on the DA-121
- If there is special funding please notate it on the DA-121
- You will have one Expense Report in SMART for each DA-121, don't enter multiple expense reports for a DA-121

Do not enter expenses that were paid for by KDA on the DA-121. (A requisition needs to be entered for these purchases)
Examples: Your conference registration was put on a KDA procurement card, or the hotel was paid for by the KDA lodging card.

General Travel Information

- SMART Travel Authorizations No Longer Needed
 - Exceptions:
 - Any Trip that will exceed \$5,000
 - Fiscal Year-End: Will need for ALL travel (in & out-of-state); Fiscal will notify of specific dates at year-end
 - Grant Year-End: Treat like fiscal year-end for travel on last couple of days/weeks of grant period; up to program and accountant to coordinate

- Travel Request form for out of state travel and in state travel exceptions must be filled out, signed, and approved before beginning travel
 - Scan & **ATTACH to Expense Report in SMART**
 - Paper copy turned in to Fiscal with paper DA-121 expense report
 - DO NOT NEED TRAVEL REQUEST FOR TRAVEL IN NEBRASKA, MISSOURI, OKLAHOMA, & COLORADO
 - We have blanket approval for travel in these 4 states. This replaces Border City travel.

- Subsistence:
 - Day is broken into quarters
 - Receive subsistence for quarter of departure & quarter of return
 - CONUS Rates
 - <http://www.gsa.gov/portal/category/104711>
 - Updated in SMART on Apr 1 & Oct 1 of each year
 - Meal rate includes \$5 incidentals expense allowance
 - Fees & Tips to porters, baggage carriers, hotel staff, etc.
 - Reduction for Meals Provided (SMART will figure these amounts for you)
 - Breakfast 15%
 - Lunch 35%
 - Dinner 50%
 - Same Day Travel Meal Allowance
 - Will still be lunch, so 35% of full day of per diem for location visited
 - Same restrictions apply that employee must work 3 or more hours longer than regular work day and travel must take employee >30 miles from work station

TRAVEL REQUEST FORM

All Out-of-State Travel & In-State Lodging Exceptions

Date: 04/01/16

Name of Traveler: Sample Travel Title: Sample Travel Coordinator
Division: Expenses Program: Travel
Purpose of Travel: Conference
Travel Dates: From: 05/01/16 To: 05/03/16
First Meeting: Location: Seattle, WA Date: 5/2/16 Time: 7:30 AM - 8:00 PM
Second Meeting: Location: Date: Time:

Table with 3 columns: Estimated Costs for Travel, Cost, Notes/Comments. Rows include Registration Fee (\$50.00), Airfare (\$450.00), Mileage / Rental Car (\$0.00), Meal Allowance (\$222.00), Lodging Expense (\$400.00), Misc. (Toll, Parking, etc.) (\$50.00), and Total (\$1,172.00).

Lodging Expense Limitation Exceptions - MUST complete for all travel
YES NO
Request lodging up to 150% of maximum. Provide Reason:
Request actual lodging; conference brochure attached

Names of Additional Travelers: None
Additional Traveler / Program Comments:

Table with 4 columns: Agency No., Fiscal Year, Fund, Amount. Rows show Agency No. 046.

Sample Travel 6/1/16 Travel Program Manager 6/1/16
Traveler Date Program Manager / Division Director Date

TRAVEL EXPENSE DETAIL

SMART expense Report ID #

State of Kansas
 Department of Administration
 Office of the Chief Financial Officer
 DA-121 (Rev. 08-2014)

Bus. Unit		Document Number
		V 0000282774

Employee ID Number: K0000012345
 Employee Name: Sample Travel
 Agency/Official Station: Manhattan, KS
 Travel Dates: 5/1/16-5/3/16

Job Title: Sample Travel Coordinator
 Regular Domicile: _____
 Travel Order No.: _____

Date	Departure Time	Arrival Time	Private Vehicle Miles	Destination	Meals	Lodging		Other Expense	
						Name	Amount	Amount	Description of Expense or Purpose of Travel
									Reason for travel/Description of expense
5/1/16	8:00AM			Seattle, WA	55.50	Seattle Inn Req #12345			Sample Conference Overnight Stay
5/2/16				Seattle, WA	25.90	Seattle Inn Req #12345			Overnight Stay Breakfast Provided Dinner Provided
5/3/16		4:30PM		Manhattan, KS	47.17				Return Trip Breakfast Provided
								21.00	Airport Parking
								24.37	Office Supplies

If you drove a state vehicle, enter the # here

State Vehicle No. 12345	Total Miles Rate per Mile 0.540
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Totals	Mileage Exp.	Meal Exp.	Lodging Exp.	Other Exp.	Document Total
		128.57		45.37	173.94

Claimant Certification: I certify that the above claim is correct, due and unpaid, and that the amount claimed herein is actually due according to law.

Comments:
 Anything pertinent to the expense that isn't in the detail.
 Examples: If it's being paid by a grant, or if you stayed with a friend or or relative.

Traveler Signature _____ Date 6/1/2016
 Signature Date

Agency Approvals:

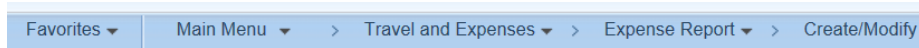
Program Manager's Signature
 (Unless it's the program manager's travel, then it's their Supervisor's signature)

Agency Funding:	Account Code	Amount
Fund _____		
Bud Unit _____		
Program _____		
	Document Tot	

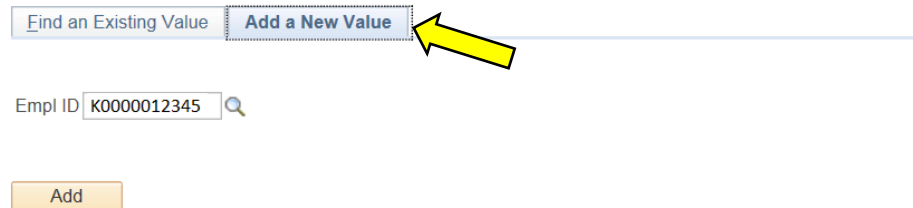
Entering an Expense Report in SMART

Log-in to SMART

- The pathway is: Main Menu->Employee Self-Service->Travel and Expense Center->Expense Report->Create/Modify
- You want to select the Add a New Value tab, then enter in your employee ID number.
- Select Add

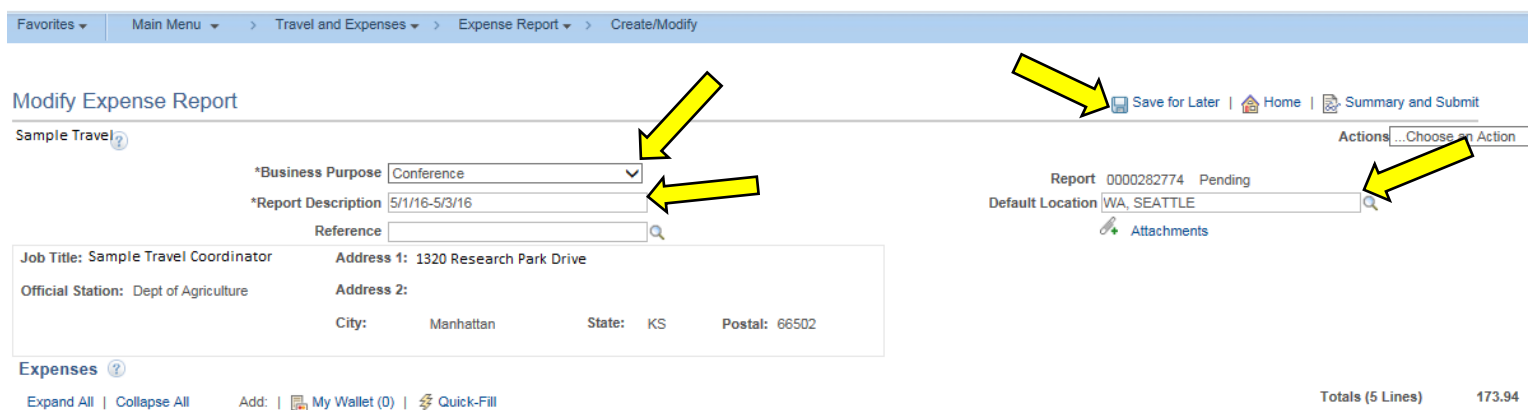


Expense Report



On the top of the Modify Expenses Report page you will want to:

- Choose an expense report category from the Business Purpose drop down box.
- Enter in the expense report date range for the Report Description
- Enter in a default location, if you want (you don't need to). The default location will populate the location on the expense lines. In the example below the traveler went to Seattle, so the default location was Seattle. If your expenses are not travel you can enter your work station. (Locations have to be entered like: KS, Manhattan (state,[space]City))
- Leave the Reference line blank



Enter your expense lines

(I suggest saving after every line you enter, in case SMART kicks you out for some reason. Just click on the Save for Later link in the top right corner of the expense report. To get back into an already saved report, follow the same pathway for starting a new report but choose the Find an Existing Value Tab and search for your report)

- Meals have to be entered by each day, other like expenses can be grouped together. You can have one line for lodging, one for stamps, one for tolls, etc.
- Enter in the date of the expense, if it's a grouped expense, use the latest date
- Choose the Expense Type from the drop down menu
- Enter what the expense was for in your description (what meeting you went to, what you bought, etc.).
- Payment Type is always Cash
- Enter in the Amount (If you are entering meals then SMART will populate it for you)
- Currency is always USD
- Billing type is always Non Billable
- Exchange Rate is always 1

- If the expense is meals or lodging
 - There is an Originating Location and a Location. The Originating Location is ALWAYS your workstation and the Location is ALWAYS where you went (even on the day you return home).
 - Start time is when you left. If it's a multiple day trip, the days following the first day will be 12:00AM.
 - End Time is when you returned. If it's a multiple day trip, the days preceding the final day will be 11:59PM.
 - After entering in the start and end times click on the green refresh arrows next to the end time so SMART will update the Amount (If you don't do this the amount could be incorrect).
 - SMART will calculate the meal amounts for you

- If any meals were provided click on the Per Diem Deductions link (to the right of the Originating Location)
- Check mark the box of any meals provided
- Select OK

Create Expense Report

Per Diem Deductions

Report ID NEXT

Please select all expenses that were paid by an establishment or an individual other than yourself.

Per Diem Amount 74.00 USD

Per Diem Details				
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
BREAKFAST PER DIEM DEDUCTION	15.00			<input checked="" type="checkbox"/>
LUNCH PER DIEM DEDUCTION	35.00			<input type="checkbox"/>
SUP/DIN PER DIEM DEDUCTION	50.00			<input type="checkbox"/>

OK Cancel

- If the expense is anything other than meals or lodging
 - Location: if the expense is in direct relation to a trip (parking, mileage, tolls, etc.) use the trip location. Other expenses (supplies, postage, car wash, etc.) use the location of where the expense took place.
 - Some expenses will have a Merchant field, choose Non-Preferred. In the blank field below enter the business name of where the expense occurred.

05/03/2016 | PARKING | *SAMPLE CONFERENCE | Cash | 21.00 | USD

*Billing Type: Non Billable
*Location: WA, SEATTLE

05/01/2016 | SUPPLIES | *SAMPLE CONFERENCE | Cash | 24.37 | USD

*Billing Type: Non Billable
*Location: KS, MANHATTAN
*Merchant: Preferred Non-Preferred
TARGET

Expand All | Collapse All

Totals (5 Lines) 173.94 USD

- SpeedCharts
 - Some people have a speedchart for their funding (if you don't skip this step)
 - In the SpeedChart Key field enter in your speedchart name
 - Click on the magnifying glass to right of the entry
 - Choose the correct speedchart from the pop-up box (you can't just type in the name, SMART won't register it, you have to choose it through the magnifying glass)

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

05/01/2016 | MEALS AND INCIDENTAL EXPENSES | *SAMPLE CONFERENCE | Cash | 21.00 | USD

*Billing Type: Non Billable
*Originating Location: KS, MANHATTAN
*Location: WA, SEATTLE
*Start Time: 8:00AM | *End Time: 11:59PM

SpeedChart Key: alllab

Look Up SpeedChart Key

SetID: 04600
SpeedChart Key begins with: ALLLAB

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 | First | 1 of 1 | Last

SpeedChart Key	Description
ALLLAB	LAB SPLIT-ALL

- In speedcharts that have multiple lines, a rounding error can occur
 - Click on the arrow next to Accounting Details to expand it
 - Add up the line amounts to see how much it differs
 - In the example below the line amounts add up \$55.51, so one of the lines needs to be reduced by \$.01. (It doesn't matter which line)
 - The red flag won't disappear until you save again

*Date: 05/01/2016 | *Expense Type: MEALS AND INCIDENTAL EXPENSES | *Description: SAMPLE CONFERENCE | *Payment Type: Cash | *Amount: 55.50 | *Currency: USD

*Billing Type: Non Billable | *Originating Location: KS, MANHATTAN | *Location: WA, SEATTLE | *Start Time: 8:00AM | *End Time: 11:59PM

Accounting Details (expanded) | SpeedChart Key: ALLLAB

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit
45.51	04600	45.51 USD	USD	1.00000000	0462062510	2752	2752	62510	525580	04600
1.83	04600	1.83 USD	USD	1.00000000	0462060110	1000	0053	60110	525580	04600
1.82	04600	1.82 USD	USD	1.00000000	0462060110	3013	3106	60110	525580	04600
6.35	04600	6.35 USD	USD	1.00000000	0462062510	3462	3342	62510	525580	04600

Attachments

- Once all the expense lines are done, you need to add any attachments needed (DA-121, Travel Request form, conference brochure, Travel Private Mileage Rental Comparison form, scanned receipts, etc.)
- Select the Attachments link. It's located below the Report ID and Default Location

Modify Expense Report | Save for Later | Home | Summary and Submit

Sample Travel | Report: 0000282774 Pending | Default Location: WA, SEATTLE

Attachments (highlighted with arrow)

Expenses (5 Lines) | Totals: 173.94 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
05/01/2016	MEALS AND INCIDENTAL EXPENSES	SAMPLE CONFERENCE	Cash	55.50	USD
05/02/2016	MEALS AND INCIDENTAL EXPENSES	SAMPLE CONFERENCE	Cash	25.90	USD
05/03/2016	MEALS AND INCIDENTAL EXPENSES	SAMPLE CONFERENCE	Cash	47.17	USD
05/03/2016	PARKING	SAMPLE CONFERENCE	Cash	21.00	USD
05/03/2016	SUPPLIES	SAMPLE CONFERENCE	Cash	24.37	USD

Expenses (5 Lines) | Totals: 173.94 USD

- Click on Add Attachment

Expense Report Attachments

Report ID 0000282774

Details					Personalize	Find	View All	First	1 of 1	Last
File Name	Description	User	Name	Date/Time Stamp						
View										

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

- Browse and select your file
- Click on Upload
- Repeat until all needed files are attached
- Click on OK

Once you are finished entering expense lines and any attachments, you can submit your expense report. In the top right corner of the report there is a Summary and Submit link. Select the link and it will take you to the first page of the submittal process.

Check the box where it states “By checking this box, I certify the expenses submitted are accurate and comply with expense policy.” Then select Submit Expense Report.

Modify Expense Report

Save for Later | Expense Details

Sample Travel Actions [Choose an Action] GO

*Business Purpose: Conference Report: 0000282774 Pending

*Description: 5/1/16-5/3/16 Created: 05/20/2016 Kristin Miller

Reference: Last Updated: 05/20/2016 Kristin Miller

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (5 Lines)	173.94 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		173.94 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Select OK.

Expense Report

Save Confirmation

Sample Travel

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (5 Lines)	173.94 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		173.94 USD	Amount Due to Supplier		0.00 USD

The expense report will not be submitted until you see the sentence in red stating that it has been submitted for approval.

View Expense Report

Expense Details

Sample Travel Actions [Choose an Action] GO

Your expense report 0000282774 has been submitted for approval.

Business Purpose: Conference Report: 0000282774 Submission in Process

Description: 5/1/16-5/3/16 Created: 05/20/2016 Kristin Miller

Reference: Last Updated: 05/20/2016 Kristin Miller

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (5 Lines)	173.94 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		173.94 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Once the expense report is submitted in SMART and any supporting paperwork is signed, then the paperwork needs to be delivered to Fiscal.

- If you are field staff and attached your signed paperwork in SMART, then the program manager will print and sign it when they approve the expense report in SMART.