



1. Approved Travel Expense any expense personally incurred by a Traveler during University Travel that (a) is in compliance with all applicable Travel Rules and (b) is pre-approved by the Traveler's budget officer.
2. Budget Officer: WSU employee assigned fiscal oversight of the funding used to pay for the expense.
3. Employee: An individual who provides services to the University on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time employees.
4. High Risk Travel International Travel to destinations designed as either Level 3 or Level 4 by the U.S. Department of State.
5. International Travel University Affiliated Travel to destinations outside the United States.
6. Non-State Funds Non-State Funds include revenues derived from sources other than the State General Fund.



13. Travel Stakeholders:



Travel Handbook – Industry and Defense Programs

- a. Unavailability of Main Cabin/Economy Class. If main / economy class is not available, the traveler



Travel Handbook – Industry and Defense Programs

current University or State of KS contracts where possible. Current rental car agency contract information can be found at



Travel Handbook – Industry and Defense Programs

12. Miscellaneous Travel Expenses. Miscellaneous travel expenses such as the purchase of supplies, telephone calls, and internet access charges can be considered an Approved Travel Expense if a documented business purpose is provided.
13. Personal Time Mixed with Official University Business Travel. Travelers are required to document a business purpose for their trip and verify which days are personal and which days are dedicated to business purposes. If personal days exceed business days, the cost of transporta