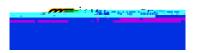


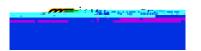
- 1. Approved Travel Expensemy expense personally incurred by a Traveler during University at that (a) is in compliance with all applicable Travel Ruled (b) is pre-approved by the Traveler's budgeter.
- 2. Budget O8cer: WSU employee assign scal oversight of the funding used to pay for the expense.
- 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 the tempora
- 4. High Risk TravelInterna onal Travel to desna ons designed as either Level 3 or Level 4 by the U.S. Department of State.
- 5. Interna Yonal Travel University Alliated Travel to de Yona Yona outside the United States.
- 6. Non-State FundsNon-State Funds include revenues derived from sources other than the State General Fund.





13. Travel Stakeholders:

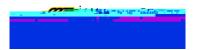
Rev: 10.2.2023 Page2 of 6



Travel Handbook – Industry and Defense Programs

a. <u>Unavailability of Main Cabin/Economy C</u>lass. If matrin / economy class is not available, the traveler

Rev: 10.2.2023 Page4 of 6



Travel Handbook – Industry and Defense Programs

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

Rev: 10.2.2023 Page5 of 6

A Section 1 minutes 1 minu

Travel Handbook – Industry and Defense Programs

- 12. <u>Miscellaneous Travel Expen</u>ses. 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. <u>Personal Time Mixed with &cial University Business Travel</u>. 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

Rev: 10.2.2023 Page6 of 6