



Controller's Office

102 Anderson Hall
Manhattan, KS 66506 -0108
Fax: 785-532-6612

Memo 11-01
June 29, 2010

TO: President, Provost, Vice Presidents, Vice Provosts, Deans, Directors, and Department Heads

FROM: Fran Willbrant, Controller *Fran Willbrant*

CONTACT: Sabrina Ritter, Accountant Payable, Extension 2-1845
Denae Dimler, Accounts Payable, Extension 2- 1839
Holly Gibson, Travel Accounting, Extension 2-7356

SUBJECT: Fiscal Year 2011 Changes in Business Travel Subsistence Policy and Electronic Payment Notifications

On July 1, 2010 the State of Kansas will transition to a new accounting system, and they will adopt new procedures relative to the reimbursement of business travel subsistence expenses and the notification procedures for electronic funds transfer payments to business travelers and accounts payable vendors.

Employee Business Travel Subsistence Reimbursement

Effective July 1, 2010, employee business travel subsistence reimbursements will no longer be calculated on a quarter hour basis. Subsistence will instead be based upon a predetermined meal allowance for breakfast, lunch and dinner. The allowances are as follows:

	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
In-state/border city	\$ 9.25	\$10.25	\$19.50
Out-of-state, regular	\$ 9.25	\$10.25	\$19.50
Out-of-state high-cost	\$ 9.75	\$11.25	\$21.00
Out-of-state special designated high-cost area	\$12.75	\$14.25	\$27.00
International	\$13.75*	\$14.75*	\$28.50*

*or actual not to exceed \$91 per day

Additional details may be found in the KSU Policy and Procedure Manual 6410.110
<http://www.k-state.edu/policies/ppm/6410.html>.

Notifications of Electronic Funds Transfer

In an effort to cut costs, notifications of electronic funds transfer for employee business travel reimbursements and accounts payable payments will no longer be provided by the State Department of Administration.

In an effort to assist our employees in tracking their future business travel reimbursements the Controller's Office will provide an email notification from controller@ksu.edu to employee business travelers as payments are processed by the State of Kansas.

Please contact our office if you have any questions.

Cashiers
211 Anderson Hall
785-532-6317
Fax: 785-532-6454

Student Loans
211 Anderson Hall
785-532-6204
Fax: 785-532-6454

Accounts Payable
220 Anderson Hall
785-532-6202
Fax: 785-532-1305

Purchasing
21 Anderson Hall
785-532-6214
Fax: 785-532-5577

Funds Management
206 Anderson Hall
785-532-1838
Fax: 785-532-1305

Sponsored Projects Accounting
10 Anderson Hall
785-532-6207
Fax: 785-532-5577

Systems
218 Anderson Hall
785-532-2048
Fax: 785-532-1305

Financial Reporting/Inventory
21C Anderson Hall
785-532-6525
Fax: 785-532-5577

Administration
102 Anderson Hall
785-532-6210
Fax: 785-532-6612