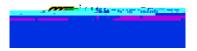


- 1. Approved Travel Expense personally incurred by a Traveler during Universitiated Travel that (a) is in compliance with all applicable Travel Ruled (b) is pre-approved by the Traveler's budgeter.
- 2. Budget O8cer: WSU employee assigned cal oversight of the funding used to pay for the expense.
- 3. 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 meatimployees.
- 4. High Risk TravelInterna önal Travel to de äna öns designed as either Level 3 or Level 4 by the U.S. Department of State.
- 5. Interna Yonal Travel University Aliated Travel to de Yna Yons outside the United States.
- 6. Non-State FundsNon-State Funds include revenues derived from sources other than the State General Fund.



13. Travel Stakeholders:



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



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

- 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 **B**cial University Business Tra</u>vel. 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