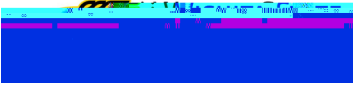


1. Approved Travel Expense any expense personally incurred by a Traveler during University Travel that (a) is in compliance with all applicable Travel Rules and (b) is pre-approved by the Traveler's budget officer.
2. Budget Officer: WSU employee assigned fiscal oversight of the funding used to pay for 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:



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



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



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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