

### 3. Expenses and Reimbursement

University purchasing, and payment policies and procedures apply to DSO expenditures (see [PPM 6320 Document Completion Procedures](#) and [PPM 6310 Purchasing Procedures](#) for additional information).

#### Charge Cards

The following charge cards are available from the dean's office, 1046 Rathbone, for checkout for college-wide student organization purchases:

- Dillon's
- HyVee
- Menards
- Walmart

A receipt and pay request form will need to be turned in with the charge card. DSOs should use charge cards from their respective departments.

#### Documentation for Expenditures and/or Reimbursements

- Turn in each original itemized receipt (credit card receipts showing a total only are not acceptable).
- Provide the name and address of the person or entity being paid.
- If this is an individual, both email and mailing addresses are required.
- If the expenditure is for services, a W-9 must be submitted that includes the vendor's tax identification number.
- Provide a description of what was purchased and why (i.e., supplies for study night event, pizza for weekly meeting, etc.).
- If this was an event, identify where it was held (i.e., K-State campus; Union Pacific Depot, Manhattan, Kansas; etc.).
- If this was an event, you will need to identify the attendees (i.e., members of Tau Beta Pi, faculty and staff from the College of Engineering). If there were fewer than 20 attendees, you will need to list their names and affiliations (i.e., John Doe, student; Willy Wildcat, Black and Veatch Corp.; Darren Dawson, dean; etc.).
- Provide all dates of expenditures or events.

#### Travel Guidelines

- You will need to keep itemized receipts for all expenses (i.e., receipt from shuttle service to hotel showing amount paid, itemized hotel bill, itemized receipt for registration, etc.). You will need to include a reason for all miscellaneous expenses.
- Meal allowance guidelines follow

- Meal allowances, when covered, are based upon departure and return times, as well as the area in which you are traveling.
  - Note: Meals may not always be covered and may be your own responsibility.
- Meal costs should be reasonable.
- Reimbursement for alcohol is not permitted under any circumstances.
- There will be a deduction for meals provided by the conference or others. This will need to be included on the travel request form.
- You will need to keep your itemized receipts (i.e., itemized receipt from Applebee's showing what you ate, individual charges and the total including tip).
- Tips are part of the total reimbursement and are not to exceed 20 percent of the cost.
- Expenses over the allowed reimbursement amounts are the responsibility of the traveler.
- If you have questions about the meal allowance for a specific area, please ask your departmental accountant or Chassy Nichols in the dean's office, 1046 Rathbone, phone 532-5590.
- If you are using a private vehicle, you will need to include mileage to/from the event. Vicinity mileage for meals is not allowed.
- You are not allowed to pay the expenses of other travelers such as airfare, registration, lodging or meals.

### **Prohibited Expenditures**

- purchase of alcohol
- purchase of tobacco, e-cigarettes, etc.
- business class or first-class airfare
- insurance or ticket protectors on airfare
- vicinity miles for meals
- charges for movies, spas, exercise facilities or other items of similar nature
- snacks and beverages, unless part of a meal or substituted as a meal
- tips exceeding 20 percent
- expenses of other travelers such as airfare, registration, lodging or meals