

4. Student Travel

- Request approval to travel and complete the [single event travel request form](#).
- Travel funding comes from two sources:
 - SGA
 - COE
- Each traveler needs to complete the travel form with assumption of risk and contact information.
- If you are using a private vehicle, you will need to include mileage to/from the event.
- If you are using a state vehicle, you will need to contact the motor pool and reserve a vehicle, and complete the [request for transportation form](#). Always include the insurance. If you have someone that is not an employee of the state of Kansas, you will need to complete the [non-state driver form](#) and submit it to the state two to three weeks prior to your travel.
- You will need to keep 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.
- SET cards are available for use.
 - When a club may need immediate access to purchase hotels, rental car and other travel-related items that cannot be prepaid on the university BPC, a single-event travel (SET) card may be issued to a club officer or representative.
 - The SET card is a declining-balance card with a dollar limit determined by a preauthorized budget (such as the travel request or group event travel budget).
 - Group meals, where funds have been collected or that include meals as part of the budgetary M&IE advance, may be purchased using the SET card, if acknowledged and authorized by the department head on the request form. Meal charges cannot include alcohol or exceed the daily M&IE rate.
 - The SET card may be issued to employees or KSU student representatives traveling on behalf of the university. These cards are authorized per travel event (one-time use).
 - To request a SET card, an [Account Action Request Form](#) needs to be completed and authorized by the department head/unit head. The cardholder will be asked to complete a brief online training and sign a cardholder agreement prior to obtaining the card.