

Wichita State Univer



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The following handbook is presented to promote efficiency in processing business

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Expenses may be paid or reimbursed for transportation incurred for travel by private or leased vehicles, public transportation via commercial air flights, trains, buses, etc., and in some cases, chartered or rental of special conveyances. Local transportation expenses such as city bus and taxicab fares are discussed in the Miscellaneous Expenses section.



workday is extended three hours or more beyond the regularly scheduled workday

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If an employee becomes incapacitated due to illness or injury while on official state business away from the official station or domicile, the department may authorize payment to the employee for appropriate expenses, not to exceed five days per SOK policy 3004.

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Lodging is reimbursed at the actual rate based on the itemized receipt. Meal Per Diem will be reimbursed based on the U.S. Department of State website [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

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Travel Services: [wsutrapeloffice@wichita.edu](mailto:wsutrapeloffice@wichita.edu) or 316-978-5811

Travel Agency: [loleary@sunlfowertravel.com](mailto:loleary@sunlfowertravel.com) or 316-733-2753