

MOREHEAD STATE UNIVERSITY

TRAVEL REGULATIONS

MANUAL

Sixth Edition

2001

TABLE OF CONTENTS

Introduction	1
The Travel Regulations	2
Meals	2
Lodging	3
Registration Fees	4
Transportation	4
Miscellaneous	7
Personal Expenses	7
Blanket Travel Request	9
Travel Request	9
Travel Expense Voucher	13
Reimbursement of Non-Employees	15
Foreign Travel	15
Forms and Examples	Exhibits 1-6
High-Cost Cities and States.....	Exhibit 7
Mileage Charts	Exhibit 8
Reimbursement Table	Exhibit 9
MSU Student Motor Vehicle Operating Program (UAR 311.01)	Exhibit 10

Introduction

This travel regulations manual has been prepared as a reference tool for Morehead State University's faculty and staff.

What to do

Generally, when an employee plans a trip for official university purposes, a travel request form must be prepared and approved prior to the trip. This form requires three signatures and is sent to the Office of Accounting and Budgetary Control for processing.

After the trip, the employee must prepare a travel expense voucher for reimbursement of any allowed expenses. The travel expense voucher is also required for the university to pay for any airline tickets ordered through travel agencies. If the employee will receive any form of compensation or expense reimbursement directly from any source other than Morehead State University, a thorough explanation must be attached to their travel expense voucher.

The following sections describe Morehead State University's travel regulations and how to properly complete the necessary forms. Copies of the forms and examples, and a reimbursement table summarizing the current rates follow the text.

Travel Regulations

With few exceptions, the travel regulations in effect at Morehead State University are those prescribed by the Commonwealth of Kentucky. Any employee, who is in official travel status for the university, is entitled to reimbursement for the necessary expenses incurred. The following sections describe in detail the university's travel regulations:

Meals

Meals are reimbursed based upon the time in travel status. To claim meal reimbursement, an employee must be in official travel status during certain hours. The state has established three reimbursement time frames for daily meals. Employees must be in official travel status during the **entire** established time frame to receive meal reimbursement. For example, to claim dinner reimbursement, an employee must be in travel status from at least 5:00 p.m. through 9:00 p.m. Receipts are not required since meals are reimbursed on a per diem basis using either the standard or high-cost rates.

Morehead State University uses the state's official per diem rates based upon the destination city. The standard rates usually apply unless the destination city is one of the selected high-cost cities or states listed in Exhibit 7. The standard rates also apply when traveling to and from these high-cost locations. Suburbs and other areas surrounding a high-cost city are also considered high-cost areas. The established time frames and per diem rates are as follows:

Meal	Time Frame	Standard Rates	High-Cost Rates
Breakfast	6:30 a.m. to 9:00 a.m.	\$ 7.00	\$8.00
Lunch	11:00 a.m. to 2:00 p.m.	8.00	9.00
Dinner	5:00 p.m. to 9:00 p.m.	15.00	19.00

Generally, breakfast and lunch are **not** reimbursable unless the trip involves an overnight stay. However, if an employee travels out-of-state, **all** meals are reimbursable, regardless of whether or not they stay overnight. Meals consumed while on instructional travel and travel to off-campus sites for registration, visitation, consultation and similar activities are also reimbursed using the above guidelines.

Exceptions to Per Diem Rates. The following exceptions apply to the per diem reimbursement rates:

- Often registration fees for workshops or seminars include the cost of one or more meals. Employees shall **not** claim any reimbursement for meals which are included in the registration fee. A copy of the workshop or seminar brochure describing any included meals must be attached to the travel expense voucher.
- When attending a banquet-type function as a representative of the university, an employee will be reimbursed the actual cost of attendance by attaching a receipt to their travel expense voucher.
- When engaged in public relations or fund raising activities for the university, faculty and staff will occasionally entertain clients at

Travel Regulations

restaurants or other dining facilities. Under these circumstances, the full cost of all meals, including gratuities, is reimbursable by attaching a receipt to their travel expense voucher.

- When sponsoring a group athletic trip or other activity involving students, the various reimbursement policies follow:
 - a. If all students eat in the same location at the same time, only one receipt is needed and it will be reimbursed based on actual cost.
 - b. If students eat in various locations or at various times in the same location, it may be necessary to give each student cash. The sponsor shall prepare a student roster and give each student sufficient cash to cover their meals. The amount given to each student, however, cannot exceed the standard per diem rates for that locale. Each student shall sign the roster as cash is received. Reimbursement will be made according to the roster which must be submitted with the travel expense voucher.

Lodging

In order to be reimbursed for lodging expenses, an employee must meet all the following requirements:

- The employee must be on official university business. If they share a room with someone not on official university business, only the single lodging rate is reimbursable.
- The employee must stay at a location that is more than 40 miles from both their home **and** work station.
- The employee must turn in an original receipt showing the room charge and applicable tax with their travel expense voucher. Charge card receipts are not acceptable. When making hotel reservations on the internet, the invoice must show the amounts charged and payment of those charges.
- If employees share a room, each employee should request an original receipt reflecting half the cost.

If these four requirements are met, the employee will be reimbursed based upon the actual cost. It is important to use good, economical judgement when selecting accommodations. The selection of accommodations should be the most economical lodging available which is consistent with the purpose of the trip.

If an employee stays overnight with friends or relatives, they must note on their travel expense voucher "staying with friends" in order to receive meal reimbursement. No lodging reimbursement will be allowed under these circumstances.

Lodging discounts. Most lodging establishments offer discounts to state employees on official business. It is always prudent to compare the rates of several lodging accommodations prior to making reservations. Employees should inquire about any available discounts including convention, state, seasonal, or university rates. In order to receive a discount, most lodging establishments will require the employee to present a

Travel Regulations

university identification card when registering.

State parks. Faculty and staff on official university business may have their cost of lodging at state parks direct billed to the University. Student groups can have the cost of meals and facilities, in addition to lodging, direct billed. However, not all state parks offer direct billing. When making reservations, employees should inquire about billing options.

When direct billing is used, the employee must submit a completed check request along with the invoice and a copy of the employee travel request to Accounting and Budgetary Control to initiate payment.

When canceling a reservation, request a cancellation number for protection against any undeserved charges. Each park has its own rules regarding arrival times and cancellation requirements. These issues should be addressed when making the reservation.

Registration Fees

Registration fees for conferences, seminars, and workshops will be paid for in advance by the university. The employee must attach a check request for payment of the registration fee to their travel request.

The check request is to be made payable to the sponsoring agency, **not** to the employee. The sponsoring agency's address should be included with the check request as well as a copy of the registration form, invoice, or other supporting document. Instructions should be written on the check request indicating whether the Office of Accounting and Budgetary Control is to mail the check to the sponsoring agency or if the check is to be held for the employee.

If an employee pays a registration fee with their own funds, the cost is reimbursable with a receipt attached to their travel expense voucher. Remember, any meals included in a registration fee can not be claimed for reimbursement. A copy of the workshop or seminar brochure describing any included meals must be attached to the travel expense voucher.

Transportation

Morehead State University maintains a motor pool of state and university vehicles consisting of sedans, vans, and buses. Selected policies and procedures governing the use of these vehicles follows:

General Rules & Regulations

- Vehicles shall be used solely for performing official state or university business and any other use is prohibited.
- Vehicles shall not be driven to or parked at a place of residence unless specifically authorized.
- Passengers shall be limited to only university personnel and persons connected with official state or university business.
- Operators of vehicles shall return the vehicle to the same pool from which it was assigned. Vehicles returned after working hours shall be locked. Deposit the keys and credit card in the designated receptacle.
- Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc. when returning a vehicle.

Travel Regulations

- The operator and all passengers **must** wear seat belts.
- Student operators **must** be in compliance with the University Administration Regulation 311.01, MSU Student Motor Vehicle Operating Program. (Exhibit 11)
- Faculty/staff operators **must** be in compliance with University Administrative Regulation 320.01
- All operators must present operator's license when checking out vehicles.
- Only the person assigned to drive may check out the vehicle.

Accidents

- An operator whose vehicle is involved in an accident resulting in damage to the vehicle or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately prepare Department of Justice, Bureau of State Police Form KSP 232. The operator shall submit two copies of the form to the Commonwealth of Kentucky Division of Transportation Services within three days and submit one copy to the State Police if required by law.
- When a police report is necessary, the operator or the university shall obtain a copy of the report and submit it to the Commonwealth of Kentucky Division of Transportation Services.
- The Office of Physical Plant shall be notified by telephone at (606) 783-2007 of any accident involving a university or state vehicle. If an accident occurs after office hours, notification should be left via voice mail. A copy of all police reports should be forwarded to the Office of Physical Plant.

State Credit Cards

- A credit card may be furnished with the vehicle. A credit card shall be used only for the vehicle for which it is issued.
- Credit cards may be used to purchase non-premium gasoline and oil compatible with proper engine operation.
- Credit cards may be used for emergency services such as tire repairs, fan belts, hoses, etc., but the charges **must** not exceed \$20 without prior authorization from either the Commonwealth of Kentucky Division of Transportation Services at (502) 564-4649 if it is a state vehicle or the Office of Physical Plant if it is a university vehicle.
- Credit cards shall not be used for tune-ups or other general maintenance without prior authorization from either the Commonwealth of Kentucky Division of Transportation Services or the Office of Physical Plant.
- The operator shall record the vehicle license tag number and mileage, and sign the charge slip for all credit card purchases.

Travel Regulations

- Operators shall turn in the customer's signed copy of credit card receipt with the vehicle at the end of the trip.

If an employee must use personal funds to purchase gasoline or oil for a state or university vehicle, they must attach a copy of their receipt to their travel expense voucher for reimbursement. In addition, they must provide the Office of Physical Plant the original signed receipt when returning the vehicle.

Every effort should be made to use a state or university vehicle before making alternate arrangements. However, the use of a private vehicle is preferred for transportation to and from airports on overnight trips. Since all vehicle requests may not be honored, those personnel on long trips and/or instructional trips are given priority. Otherwise, scheduling is on a first-come, first-served basis to any faculty/staff member upon presentation of a valid driver's license. The cost associated with the use of the vehicle will be charged by the Office of Physical Plant to the employee's department budget.

When no university vehicle is available, an employee may use a private vehicle. If a private vehicle is used for official university business, the employee is responsible for their own liability insurance coverage. Drivers and passengers of university or state vehicles are covered by the university's liability insurance.

The use of private vehicles is reimbursed at the official state rate of 32 cents per mile. The allowed distance reimbursement is calculated by using the shortest and most frequently traveled route in accordance with state regulations. If an employee is entitled to additional miles, they must attach an explanation to their travel expense voucher. During bad weather, it is acceptable to take a longer, safer route and to claim full reimbursement with an attached explanation.

The one-way distances to most of Kentucky's towns and cities and the high-cost cities are shown in Exhibits 7 and 8. When traveling to very small towns, include the name of the nearest city on the travel expense voucher to facilitate verification. If an employee visits several cities on one trip, an odometer record should be maintained for accurate reporting.

Vicinity Mileage. Vicinity mileage is the necessary driving performed within a city. Generally, up to 10 miles per day of vicinity mileage may be claimed while in travel status. Vicinity mileage in excess of ten miles per day must be explained in an attached statement to the travel expense voucher.

Comparing costs. If an employee traveling on official university business wishes to drive to a distant city, they will be reimbursed the lesser of the air related costs or the ground transportation costs. The comparison of the costs **must** be made in the format below and attached to the travel expense voucher:

Air		Ground	
Ticket Cost	_____	Regular Mileage	_____
Long-Term Parking	_____	Tolls	_____
Tips to Porters	_____	Vicinity Mileage	_____
Round Trip to Airport	_____	Parking	_____
		Extra Lodging	_____
		Extra Meals	_____
Total	_____	Total	_____

If two or more employees travel together on official business, it is assumed that driving is

Travel Regulations

less expensive and no comparison of air costs is necessary.

Airfare Employees are responsible for making their own airline reservations. Airfare should be charged with a travel agency having confirmation arrangements with the university.

When making reservations, an APO (Airline Purchase Order) number will be required. This APO number is assigned by the Office of Accounting and Budgetary Control when the travel request is approved. The original ticket must be attached with the travel expense voucher regardless of whether the airfare was charged with a travel agency or if personally paid for by the employee.

Miscellaneous Expenses

Parking and toll charges are reimbursed on an actual cost basis. A receipt is required for parking if the cost exceeds \$10.00. Toll charges usually can be reimbursed without a receipt if the trip obviously included toll roads.

Tips to porters and skycaps can be claimed without a receipt if each tip does not exceed \$10.00. Tips to restaurant personnel are included in the meal allowance.

University related telephone calls can be claimed if they are shown on a lodging or other appropriate receipt. These calls should be circled for easy identification. Personal telephone calls are not reimbursable.

Taxi and limousine services for official university purposes are reimbursable. If the charge exceeds \$10.00, a receipt is required and the employee **must** note the beginning and ending locations on their travel expense voucher.

Ordinarily it is not necessary to rent a car while on university business. However, should a rental car be necessary, the actual cost will be reimbursed. The rental receipt must be attached to the travel expense voucher for reimbursement. As with lodging discounts, employees should inquire about any available discounts. The American Express Card, offered through the Office of Accounting and Budgetary Control, provides free collision coverage when used to charge rental car costs.

Personal Expenses

If a personal side trip is taken while in official university travel status, no reimbursement for personal expenses is allowed. For example, if an employee attends a convention in Tampa, Florida and then goes on vacation in Miami, the mileage from Tampa to Miami is not reimbursable. However, the employee resumes official university travel status when returning to Tampa. The entire cost of traveling from Morehead to Tampa and back would be reimbursed by the university and, thus, no pro rating of the travel expenses based upon business and personal time is required.

Travel Request

Blanket Travel Requests

If an employee plans several trips, a blanket travel request may be appropriate. Blanket travel requests usually are necessary when extensive travel is expected, the exact locations and times are not known in advance, or when many trips may be scheduled on short notice. Only one travel expense voucher may be submitted for each blanket travel request. A regular travel request form is used for blanket travel requests.

Travel Request Form

When scheduling a trip for university purposes, a travel request form must be prepared and approved prior to the trip. All sections of the travel request form must be completed except for the two lines in the upper right corner of the form, and the Maintenance Only and the Office of Accounting and Budgetary Control Use Only sections. After receiving approval from the employee's superior or appropriate supervisor, the travel request form is sent to the Office of Accounting and Budgetary Control for processing. Explanations of various sections of the travel request form are provided below. These numbered sections correspond to the travel request form shown in Exhibit 1.

1. **Applicant's Full Name** - Enter the full name of the person traveling on official university status. If this is a group or team trip, enter the name of the university sponsor.
2. **Destination** - Enter the city or town of destination, **not** the name of the agency or institution. In the case of a blanket travel request, enter the service region or area.
3. **Blanket Request** - If this travel request is a blanket request, check this line and indicate the appropriate month.
4. **Meals (1 day trip)** - Employees are entitled to dinner reimbursement (per diem) for a non-overnight trip if they are in travel status from at least 5 p.m. to 9 p.m.
5. **Meals (overnight trip)** - Enter the estimated cost of meals (per diem) while in travel status. Refer to the required time frames and the allowances on page 2. Employees must be in travel status during the entire time frame to claim a meal allowance.
6. **Rate Claimed** - If the destination is one of the high-cost cities or is in a high-cost state listed in Exhibit 7, employees are entitled to the high per diem rate.
7. **Lodging** - Estimate the lodging costs based upon the length of the trip and the quoted daily rates. Include any applicable taxes.
8. **Private Vehicle** - Employees are entitled to 32 cents per mile reimbursement for using their private vehicles on official university business. The mileage charts shown in Exhibits 7 and 8 will aid in determining accurate mileage estimates. Include any vicinity mileage needed.
9. **University or State Vehicle** - Estimate mileage in the same manner as for a private vehicle but refer to the mileage rates published by the Office of Physical Plant for the type of vehicle requested.
10. **Airline Ticket** - Enter the cost of the airline ticket. Generally,

Travel Request

employees will not have to pay for the airline ticket if they use a travel agency that has confirmation rights with the university. However, if an employee is going to pay for their own reimbursable ticket, they should note in the comment section whether they plan to pay with cash or by credit card.

11. **Registration** - If the registration fee is to be prepaid, a check request should be attached to the travel request form. Note: If several university personnel are attending the same conference or workshop, the registration fees can be combined on one travel request. Under such circumstances, cross-reference all university personnel's travel requests so that the registration fees are not included on the other travel request forms.
12. **Group Travel** - This line is for group travel which involves students. Enter the estimated meals, lodging, and other costs. Any significant amount listed after "other" should be explained in the comment section.
13. **Total Cost of Trip** - Total all the costs in this column.
14. **Outside Agency** - An outside agency is any organization that does not keep its funds with MSU. This will usually be a state agency or a private foundation. If an outside agency is reimbursing the university or is directly paying for any expenses, complete the section at the bottom of the form also numbered 14. All items should be completed carefully, especially if the university is to perform any billings.
15. **Individual Supported Amount** - Many convention and workshop trips are only partially reimbursed by the university. Usually the employee's superior will simply indicate a maximum support amount. Any costs in excess of this amount must be borne by the employee and are recorded on this line.
16. **University Cost** - Subtract lines 14 and 15 from line 13. If both lines 14 and 15 are zero, omit this step.
17. **Account Numbers** - Enter the 13-digit account number(s) to which this trip is to be charged. If multiple accounts are to be used, carefully indicate the amount to be encumbered for each account. The amounts should equal line 13 or line 16. The university or state vehicle will be charged to the first account listed.
18. **Signatures** - The following university personnel signatures are required:
 - a. employee
 - b. employee's supervisor or
 - c. President if employee reports directly to the PresidentThe President's signature is required on all out-of-country trips.
19. **Other University Personnel on Trip** - This area can be used for other university personnel on the same trip. Students and other employees whose only expenses are meals do not need separate travel requests.
20. **University Vehicle Rental Information** - Enter the name of the person responsible for picking-up and returning the keys to the university or state vehicle. Check the type of vehicle requested, and indicate the

Travel Request

- load site for any buses.
21. **Maintenance Only** - The office of Physical plant will indicate if a vehicle can be scheduled. When a vehicle is unavailable, the employee must use a private vehicle or cancel the trip. The rest of this block is used by the Office of Physical Plant to calculate costs.
22. **Accounting and Budgetary Control Use Only** - The Office of Accounting and Budgetary Control will check the accounts involved to verify fund availability. If available funds are insufficient, the document will be returned to the originating department. If a budget transfer is required, include a copy of the transfer with the travel request. If sufficient funds are available, the Office of Accounting and Budgetary Control will create the purchase orders necessary to encumber the cost of the trip. An explanation of Accounting and Budgetary Control codes follows:
- VPO - the cost of a university or state vehicle, if requested.
 - PPO - the costs involved that will be incurred by the individual - lodging, meals, etc.
 - APO - the cost of the airline ticket when ordered from a travel agency. The employee must have the APO number to order their airline ticket.
 - RPO - the cost of any registration fees to be pre-paid by the university.
23. **Journal Entry No.** - The journal entry number, assigned by the Office of Accounting and Budgetary Control, is used for filing purposes. In addition to the journal entry number, each travel request form has a unique red number at the top. This document number is included in the description for the vehicle charge as a quick reference.

Travel request copies. Employees should retain the gold copy of a travel request as a file copy. After obtaining all required signatures, the original and the remaining copies must be sent to the Office of Accounting and Budgetary Control for processing. After processing, the travel request is returned to the employee. Employees must attach an **approved** copy of the travel request form to their travel expense voucher.

Voiding travel requests. If an employee does not take a scheduled trip, a copy of the travel request form must be returned to the Office of Accounting and Budgetary Control for voiding in order to release the encumbered funds. If a trip is delayed longer than a month or rescheduled in a new fiscal year, a new travel request is required.

Processing time. Normally it takes one day for the Office of Accounting and Budgetary Control to process a travel request form. In an emergency, a travel request can be processed on a "walk through" basis. This is only necessary, however, if a university vehicle is involved.

If a trip is taken without prior authorization, an employee still **must** attach an approved travel request form to their travel expense voucher. Since fund availability would not have

Travel Request

been checked in advance, delays in reimbursement can result.

Advances. Morehead State University does advance cash for travel involving students. A check request for student lodging or meals that lists the students, amount required, description of the expense, and includes supporting invoices (if applicable), can be forwarded to the Office of Accounting and Budgetary Control for payment. A completed travel request of the faculty or staff member sponsoring the trip must be attached to the check request.

The university does **not** advance cash to faculty/staff for travel. In lieu of a university advance, employees can take advantage of the American Express card offered through the Office of Accounting and Budgetary Control or the MSU Credit Union's short-term loans. In addition, airline tickets and registration fees usually can be pre-paid by the university.

No reimbursement approved. Due to the lack of available funds, personnel occasionally incur the total cost of a trip which has a university purpose. A travel request still should be completed, which shows the total cost being paid by the traveler, in order to indicate the supervisor's approval of the employee's absence from the regular work station and to enable the traveler to claim a tax deduction.

Travel Expense Voucher

Travel Expense Voucher

After a trip has been completed, an employee must file a travel expense voucher for reimbursement of any allowed expenses. A travel expense voucher is also required for the university to pay for any airline tickets ordered through travel agencies. If the employee will receive any form of compensation or expense reimbursement directly from any source other than Morehead State University, a thorough explanation must be attached to the travel expense voucher.

Generally, only one travel expense voucher should be filed for each travel request. If it is more convenient and time saving, employees may file for reimbursement of several short trips on one voucher. However, out-of-state trips should always be filed separately and employees must **not** file more than one voucher on a single blanket travel request.

With the exception of instructional travel, a copy of the approved travel request(s) **must** be attached to the travel expense voucher. Instructional travel is filed monthly by the Director of Extended Campus Programs in a group format.

The travel expense voucher is a four-page integrated form. Submit only the original copy of the travel expense voucher to the Office of Accounting and Budgetary Control. All receipts should be taped to 8 1/2" by 11" sheets of paper and attached to the voucher.

Since checks are usually written twice a week, the processing period is usually four to six days after the Office of Accounting and Budgetary Control has received the travel expense voucher.

When preparing a travel expense voucher, complete all applicable sections. Do not complete the lines for voucher numbers in the upper right corner or the Accounting and Budgetary Control Use Only section on the front page. Explanations for various sections are provided below. These numbered sections correspond to the travel expense voucher shown in Exhibit 2. Two examples of completed travel requests and travel expense vouchers are shown in Exhibits 3 through 6.

1. **Address** - Enter employee's home address.
2. **Travel Agency** - If an airline ticket was charged through a travel agency, enter the total cost to be paid to the agency, including any cancellation insurance. The airline receipt must be attached to the voucher regardless of whether or not the employee charged the costs.
3. **Account Numbers** - Enter the account numbers as shown on the travel request. If two or more account numbers are to be used, enter the amounts to be charged to each account.
4. **Month-Day** - Use ordinal numbers. For example "2" for February and "10" for October.
5. **Left and Returned** - Enter the times of departure and return to the nearest 1/2 hour and indicate a.m. or p.m. Do not use military time.
6. **From/To** - Enter the name of the cities or towns visited and indicate which state. Do not enter locations within cities such as schools, but do indicate airports.
7. **Personal Vehicle Mileage** - Enter the mileage using the charts in

Exhibit 7 and 8. If applicable, employees can claim a higher mileage amount but it must be supported with odometer readings.

Travel Expense Voucher

Vicinity mileage up to 10 miles per day may be claimed without explanation. Round off mileage to the nearest whole mile.

8. **Lodging** - Enter the actual cost of the room plus tax for each day. This expense must be supported by an original receipt.
9. **Meals** - The time frames for meal reimbursement are shown on the front page of the travel expense voucher. If the destination is one of the high-cost cities or states listed in Exhibit 7, employees are entitled to the high-cost reimbursement rates. However, employees are entitled to the high-cost rates only when actually in those cities, not en route to them. Circle the amount of reimbursement for each meal to which entitled. No receipt is required for per diem meals. If a meal is included in the cost of a registration fee, enter an asterisk (*) next to the letter for that meal and explain the omission of the cost on the Purpose of Trip line. No reimbursement is allowed for any meals included in a registration fee. A copy of the conference or seminar brochure describing any included meals must be attached to the travel expense voucher. The lines for Groups and Special Meals are for banquets, entertainment, or other situations that do not involve per diem (See the Meals Section). These expenses will be reimbursed on an actual cost basis with receipts.
10. **Totals** - Enter the total of the meals and lodging costs for each day. Do not include personal vehicle mileage or any other expenses in this total.
11. **Purpose of Trip** - This should usually be the same description as on the travel request. Use this section to explain any vicinity mileage.
12. **Total Personal Vehicle Mileage** - Enter the total number of miles as shown in column 7 and multiply by 32 cents per mile.
13. **Other Expenses** - This is the total of all the other pages.
14. **Grand Total** - Enter the total of all lines in this column.
15. **Less Amount Not to be Reimbursed** - If the employee agreed to less than full reimbursement, enter the amount of expenses for which they will not receive reimbursement.
16. **Net Total Due Individual** - Enter the result of line 14 minus line 15.
17. **Signatures** - Three signatures are required on all travel expense vouchers. The following personnel are required to sign:
 - a. Employee
 - b. Employee's supervisor or
 - c. President if employee reports directly to the PresidentThe last signature line is used by the Office of Accounting and Budgetary Control to indicate final approval. All signatures should be dated.
18. **Other Reimbursement** - If the employee will receive any form of compensation or expense reimbursement directly from any source other than Morehead State University, the appropriate box must be checked and the employee must thoroughly explain which expenses will be reimbursed.
19. **Special Handling** - Normally the travel reimbursement check will be mailed to the employee's home. Indicate any other preferred handling arrangement on this line and include the employee's campus telephone

Travel Expense Voucher

number.

Items 20 through 24 correspond to the Other Expenses Section:

20. **Air Fare** - Indicate how the air fare was paid by checking the appropriate box. Enter the total air fare cost and other information as indicated. If the air fare was charged to the university through a travel agency or if the university paid for the air fare in advance, the cost should not be included in line 23. The airline ticket receipt must be attached to the travel voucher.
21. **Registration Fees** - Indicate how the registration fee was paid by checking the appropriate box and enter the cost in the open column. If the registration fee was paid with personal funds, attach a receipt.
22. **Other Expenses** - Any expense over \$10.00 must be justified with a receipt or an affidavit. Following are some of the travel expenses that should be recorded in this section:
 - a. Car rental
 - b. Tolls
 - c. Parking
 - d. Tips to porters and sky-caps
 - e. Telephone calls.
 - f. Taxis and limousines.
23. **Total** - Enter the total of the costs in the **outside** column. Combine this total with the totals on the remaining two pages and enter on line 13 of the front page.
24. **Continuation Sheets** - These sheets are used when traveling more than 5 days and are prepared exactly like the front page. Place the combined total of these sheets and line 23 on line 13 of the front page.

Corrections. The Office of Accounting and Budgetary Control routinely makes minor adjustments to travel expense vouchers. If the adjustment is material, the employee will be contacted by the Office of Accounting and Budgetary Control.

Reimbursement of Non-Employees

University personnel, who invite prospective employees, consultants, and visitors to campus, need not file travel requests, but must file travel expense vouchers to reimburse these individuals. These expenses, including meals, are based upon actual costs. The interviewee and the unit head must sign the travel expense voucher.

Foreign Travel

The University President must approve travel to foreign countries. Employees should submit all travel requests involving foreign travel to the President's office for his signature. Travel to Canada is not considered out-of-country and does not require any special authorization.

The employee is required to furnish the official money exchange rate that is in effect upon arriving in the foreign country. Although exchange rates change daily, the initial day's exchange rate is used for the entire duration of the trip. Reimbursements are made on an

Travel Expense Voucher

actual cost basis with receipts.

Conclusion

Travel is a dynamic area and changes are constant and frequent. This manual details the regulations that are in force as of the publication date and may change at any time. The Office of Accounting and Budgetary Control should be contacted when there are unusual occurrences as it is not feasible to cover every situation that could arise. This manual replaces the 1994 travel regulations manual.



Travel Request

OFFICE OF ACCOUNTING AND BUDGETARY CONTROL, MOREHEAD, KY 40351-1689

Journal Entry No. 23

Operator's Initials _____

Date ____/____/____

Applicant's full name 1 _____ Social Security no. _____

Campus address _____ Campus phone no. _____

Destination 2 _____ Blanket request 3 _____ Month _____

Date leaving campus ____/____/____ a.m. p.m. Date returning ____/____/____ a.m. p.m.

Purpose of travel _____

Estimated Cost of Trip:
 Meals (1 day trip, hours 5-9 include supper) 4 _____
 Meals (overnight) _____ days at 6 _____ per day 5 _____
 Lodging _____ day(s) at _____ per day 7 _____
 Private vehicle _____ miles at _____ per mile 8 _____
 University vehicle _____ miles at _____ per mile 9 _____
Airline ticket: check arrangement applicable
 Ordering own ticket—explain in comments
 Ordering ticket from _____ agency 10 _____

Registration: Payee _____
 If over \$50. _____
 Attach check request for payment in advance 11 _____
Group Travel (students involved) 12 _____
 Meals: _____ lodging _____ other _____
 Other: airport tips, parking, taxis, tolls, telephones, etc. 13 _____
Total cost of trip _____
 Amount paid by outside agency (specify below) 14 _____
 Amount to be paid by traveler 15 _____
 University's cost (omit if both items above are zero) 16 _____

Other University personnel on trip:
 _____ 19 _____

University Vehicle Rental Information
 Driver 20 _____
 Type: Sedan Wagon Van
 School Bus Greyhound
 Load site (buses only) _____

Maintenance Use Only 21
 Vehicle Scheduled Unavailable
 Mileage/Hours _____
 Rate _____
 Total charge _____
 Approved _____ Invoice _____
 Acct. credited _____

***Accounts:** first account should be used for university vehicle charges
 Account No. 17 _____ Amt. _____
 Account No. _____ Amt. _____
 Account No. _____ Amt. _____

Applicant 18 _____ Date ____/____/____
 Supervisor _____ Date ____/____/____
 Supervisor _____ Date ____/____/____
 President _____ Date ____/____/____

Accounting and Budgetary Control 22
 Fund availability Yes No
 Vouchers/Amounts assigned

	Number	Amount
VPO	_____	_____
PPO	_____	_____
APO	_____	_____
RPO	_____	_____

*Complete this section if an outside agency is reimbursing any expense.
 Check here if the university is to bill this agency.
 Organization: 14 _____
 Person Responsible _____
 Address _____

Copies (vehicle)—White, Green, Yellow
 Applicant with Voucher—Pink
 Department—Gold
 Comments: _____

Travel Expense Voucher

(24)

This sheet is used when there is not enough room to list all expenses on the first page of the Travel Voucher.

Name _____

Mo.	Day	Left a.m./p.m.	Returned a.m./p.m.	From	To	Personal Vehicle Mileage	Lodging	Groups Special Meals	(Circle Applicable) Meals Reg./High	TOTALS
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								Total for this page. Carry balance to front side of Travel Voucher.		

Travel Expense Voucher

Name _____

This sheet is used when there is not enough room to list all expenses on the first page of the Travel Voucher.

Mo.	Day	Left a.m./p.m.	Returned a.m./p.m.	From	To	Personal Vehicle Mileage	Lodging	Groups Special Meals	(Circle Applicable) Meal Reg./High	TOTALS
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								<i>Total for this page. Carry balance to front side of Travel Voucher.</i>		

63204



Travel Request

OFFICE OF ACCOUNTING AND BUDGETARY CONTROL MOREHEAD, KY 40351-1689

Journal Entry No. _____
 Operator's Initials _____
 Date ____/____/____
 Applicant's full name Jeff Bradley Social Security no. 2 0 0 - 7 0 - 9 0 0 0
 Campus address AAC Campus phone no. 2087
 Destination KY, IN, OH Blanket request Month May
 Date leaving campus ____/____/____ a.m. p.m. Date returning ____/____/____ a.m. p.m.
 Purpose of travel Recruiting

Estimated Cost of Trip:
 Meals (1 day trip, hours 5-9 include supper) 30.00
 Meals (overnight) 7 days at 30 per day 210.00
 Lodging 7 day(s) at 45 per day 315.00
 Private vehicle 1,000 miles at 32 per mile 320.00
 University vehicle _____ miles at _____ per mile _____
 Airline ticket check arrangement applicable _____
 Ordering own ticket—explain in comments _____
 Ordering ticket from _____ agency _____
Registration: Payee _____
 If over \$50. _____
 Attach check request for payment in advance _____
Group Travel (students involved) _____
 Meals: _____ lodging _____ other _____
 Other: airport tips, parking, taxis, tolls, telephones, etc. 10.00
Total cost of trip 885.00
 Amount paid by outside agency (specify below) _____
 Amount to be paid by traveler _____
 University's cost (omit if both items above are zero) _____

Other University personnel on trip:

University Vehicle Rental Information
 Driver _____
 Type: Sedan Wagon Van
 School Bus Greyhound
 Load site (buses only) _____

Maintenance Use Only
 Vehicle Scheduled Unavailable
 Mileage/Hours _____
 Rate _____
 Total charge _____
 Approved _____ Invoice _____
 Acct. credited _____

*Accounts: first account should be used for university vehicle charges
 Account No. 1 0 5 1 7 2 0 3 5 0 2 2 0 Amt. 885.00
 Account No. _____ Amt. _____
 Account No. _____ Amt. _____
 Applicant Signature (Jeff Bradley) Date X / X / XX
 Supervisor Signature Date X / X / XX
 Supervisor _____ Date ____/____/____
 President _____ Date ____/____/____

Accounting and Budgetary Control
 Fund availability Yes No
 Vouchers/Amounts assigned

Number	Amount
VPO _____	_____
PPO <u>9 0 1 0 5</u>	<u>885.00</u>
APO _____	_____
RPO _____	_____

*Complete this section if an outside agency is reimbursing any expense.
 Check here if the university is to bill this agency.
 Organization: _____
 Person Responsible _____
 Address _____

Copies (vehicle)—White, Green, Yellow
 Applicant with Voucher—Pink
 Department—Gold
 Comments: _____



EXHIBIT 4

Travel Expense Voucher

Voucher Number _____

Voucher Number _____

Name Jeff Bradley Travel Agency _____ Amount _____
 Address First Street Acct. Nos. _____ Amount _____
Morehead, KY 40351 Acct. Nos. 10-517203-50220 Amount 610.53
 Work station AAC Inclusive hours necessary subject to state regulations for meal
 Social Security Number 200-70-9000 reimbursement: Breakfast-6:30 a.m. to 9 a.m.
 Lunch-11 a.m. to 2 p.m.
 Dinner-5 p.m. to 9 p.m.
 Campus phone _____

Mo.	Day	Left a.m./p.m.	Returned a.m./p.m.	From	To	Personal Vehicle Mileage	Lodging	Groups Special Meals	(Circle Applicable) Meals Reg./High	TOTALS
5	2	10:30am	6:30pm	Morehead, KY	Louisville, KY	280		B L D	7 8 8 9 15 19	19.35
Purpose of trip: Lunch for recruit										
5	4	7:00am	10:00pm	Morehead, KY	Columbus, OH	380		B L D	7 8 8 9 15 19	28.00
Purpose of trip:										
5	6	6:00am	--	Morehead, KY	Berea, KY	84	84.82	B L D	7 8 8 9 15 19	114.82
Purpose of trip:										
5	7	--	7:00pm	Berea, KY	Morehead, KY	84		B L D	7 8 8 9 15 19	26.20
Purpose of trip: Breakfast with recruit and parent										
5	8	1:00pm	3:00pm	Morehead, KY	Owingsville, KY	42		B L D	7 8 8 9 15 19	
Purpose of trip:										
We certify that the amounts claimed are properly charged by an individual performing official duty and this claim is true and correct to the best of my knowledge.						Total for lodging and meals				188.37
SIGNATURE (Jeff Bradley) X/XX/XX Employee Date						Total personal vehicle miles 1238 at .32 per mile				396.16
SIGNATURE Supervisor Date						Other expenses from reverse side and continuation pages				26.00
SIGNATURE Department Head or Other Date						Grand Total (individual expenses)				610.53
SIGNATURE President Date						Less amount not to be reimbursed				
SIGNATURE Accounting and Budgetary Control Date						Net total due individual				610.53
						(Accounting and Budgetary Control use only below)--Adjustments				
						Net total paid to individual				
						Amount paid to travel agency				
						Invoice No.				
						Verifier's initials				

Will you receive any form of compensation or expense reimbursement directly from any source other than Morehead State University?
 yes no If yes, explain _____

Special handling _____



Travel Request

OFFICE OF ACCOUNTING AND BUDGETARY CONTROL, MOREHEAD, KY 40351-1689

Journal Entry No. _____
 Operator's Initials _____
 Date 4 / 30 / 00
 Applicant's full name Earl Tresler Social Security no. 4 0 0 - 6 0 - 4 0 0 0
 Campus address HM 207 Campus phone no. _____
 Destination San Diego, CA Blanket request _____ Month _____
 Date leaving campus 6 / 1 / 00 a.m. p.m. Date returning 6 / 5 / 00 a.m. p.m.
 Purpose of travel SACUBO

Estimated Cost of Trip:

Meals (1 day trip, hours 5-9 include supper)	
Meals (overnight) <u>5</u> days at <u>36</u> per day	<u>180.00</u>
Lodging <u>89.50</u> day(s) at <u>4</u> per day	<u>342.00</u>
Private vehicle _____ miles at _____ per mile	
University vehicle <u>150</u> miles at <u>.27</u> per mile	<u>40.50</u>
Airline ticket: check arrangement applicable	
<input type="checkbox"/> Ordering own ticket—explain in comments	
<input checked="" type="checkbox"/> Ordering ticket from <u>Commonwealth</u> agency	<u>465.00</u>
Registration: Payee <u>SACUBO</u>	
If over \$50.	
Attach check request for payment in advance	<u>150.00</u>
Group Travel (students involved)	
Meals: _____ lodging _____ other _____	
Other: airport tips, parking, taxis, tolls, telephones, etc.	<u>50.00</u>
Total cost of trip	<u>1,227.50</u>
Amount paid by outside agency (specify below)	
Amount to be paid by traveler	<u>227.50</u>
University's cost (omit if both items above are zero)	<u>1,000.00</u>

Other University personnel on trip:

University Vehicle Rental Information

Driver EARL TRESLER

Type: Sedan Wagon Van
 School Bus Greyhound

Load site (buses only) _____

Maintenance Use Only

Vehicle Scheduled Unavailable

Mileage/Hours _____

Rate _____

Total charge _____

Approved _____ Invoice _____

Acct. credited _____

***Accounts:** first account should be used for university vehicle charges

Account No. 1 0 6 1 8 2 2 5 5 0 2 2 0 Amt. 1,000.00

Account No. _____ Amt. _____

Account No. _____ Amt. _____

Applicant SIGNATURE (Earl Tresler) Date X / X / XX

Supervisor SIGNATURE Date X / X / XX

Supervisor _____ Date _____

President _____ Date _____

Accounting and Budgetary Control

Fund availability Yes No

Vouchers/Amounts assigned

	Number	Amount
VPO	<u>8 5 1 3 0</u>	<u>40.50</u>
PPO	<u>8 5 1 3 1</u>	<u>494.50</u>
APO	<u>8 5 1 3 2</u>	<u>465.00</u>
RPO	_____	_____

*Complete this section if an outside agency is reimbursing any expense.
 Check here if the university is to bill this agency.

Organization: _____

Person Responsible _____

Address _____

Copies (vehicle)—White, Green, Yellow
 Applicant with Voucher—Pink
 Department—Gold

Comments: _____



EXHIBIT 6

Travel Expense Voucher

Voucher Number _____
 Voucher Number _____

Name Earl Tresler Travel Agency Commonwealth Amount 465.00
 Address Reading Street Acct. Nos. 10-618225-50220 Amount 344.50
Morehead, KY 40351 Acct. Nos. _____ Amount _____
 Work station HM-207 Inclusive hours necessary subject to state regulations for meal
 Social Security Number 400-60-4000 reimbursement: Breakfast-6:30 a.m. to 9 a.m.
 Lunch-11 a.m. to 2 p.m.
 Dinner-5 p.m. to 9 p.m.
 Campus phone _____

Mo.	Day	Left a.m./p.m.	Returned a.m./p.m.	From	To	Personal Vehicle Mileage	Lodging	Groups Special Meals	(Circle Applicable) Meals Reg./High	TOTALS	
6	1	6:00am		Morehead, KY	San Diego, CA	UV	85.50	B L D	7 8 15	120.50	
Purpose of trip:											
6	2			In San Diego, CA			85.50	B L D	7 8 15	112.50	
Purpose of trip: * Meal included with registration fee											
6	3			In San Diego, CA			85.50	B L D	7 8 15	121.50	
Purpose of trip:											
6	4			In San Diego, CA			85.50	B L D	7 8 15	124.00	
Purpose of trip: Banquet meal											
6	5		9:30pm	San Diego, CA	Morehead, KY	UV		B L D	7 8 15	32.00	
Purpose of trip:											
We certify that the amounts claimed are properly charged by an individual performing official duty and this claim is true and correct to the best of my knowledge.										Total for lodging and meals	510.50
SIGNATURE (Earl Tresler) X / X / XX Employee Date										Total personal vehicle miles _____ at _____ per mile	UV
SIGNATURE _____ X / X / XX Supervisor Date										Other expenses from reverse side and continuation pages	69.00
Department Head or Other _____ / / Date										Grand Total (individual expenses)	579.50
President _____ / / Date										Less amount not to be reimbursed	235.00
SIGNATURE _____ X / X / XX Accounting and Budgetary Control Date										Net total due individual	344.50
(Accounting and Budgetary Control use only below)—Adjustments										Net total paid to individual	
										Amount paid to travel agency	
										Invoice No.	
										Verifier's initials	

Will you receive any form of compensation or expense reimbursement directly from any source other than Morehead State University?
 yes no If yes, explain _____

Special handling _____

Travel Expense Voucher

This sheet is used when there is not enough room to list all expenses on the first page of the Travel Voucher.

Name _____

Mo.	Day	Left a.m./p.m.	Returned a.m./p.m.	From	To	Personal Vehicle Mileage	Lodging	Groups Special Meals	(Cash Applicable) Meals Reg./High	TOTALS
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
								B L D	B 7 8 L 8 9 D 15 19	
Purpose of trip:										
									Total for this page. Carry balance to front side of Travel Voucher.	

Other Expenses

Check one Airfare <input type="checkbox"/> Paid from personal funds (attach receipt) <input checked="" type="checkbox"/> Charged to University: attach invoice or passenger receipt, List travel agency on front side. Ticket cost <u>465.00</u> Cancellation insurance _____ <input type="checkbox"/> Paid in advance on Check Request. Voucher # _____				Totals	Totals
				465.00	
Check one Registration Fees <input type="checkbox"/> Paid from personal funds (attach receipt) <input checked="" type="checkbox"/> Paid in advance on Check Request. Voucher # <u>65349</u>					
				150.00	
Other Expenses List all other reimbursable claims (excluding lodging, meals, personal vehicle mileage, airfare and registration fees. This would include car rental, parking, tips (except meals), telephone calls, taxis, limousines, etc. Any item over \$10.00 must be receipted or accompanied by an affidavit.					
Month	Day	Description of Expense	Explanation		
6	1	Tip	Hotel porter	2.00	
6	1	Taxi	Airport to hotel	15.00	
6	5	Tip	Hotel porter	2.00	
6	5	Taxi	Hotel to airport	15.00	
6	5	Airport parking		35.00	
All reimbursements are based on Kentucky Travel Regulations which are summarized in the Morehead State University Travel Manual.				Total only items in the outside column and carry this balance to the front side.	69.00

EXHIBIT 7

**HIGH-COST CITIES/ STATES AND
DISTANCES FROM MOREHEAD**

Akron, OH	338	Massachusetts	487
Alaska	NA	Memphis, TN	480
Albuquerque, NM	1,452	Milwaukee, WI	471
Baton Rouge, LA	791	Minneapolis, MN	787
Biloxi, MS	743	Mobile, AL	678
Birmingham, AL	445	Myrtle Beach, SC	502
Boise, ID	2,000	Nashville, TN	276
Burlington, VT	803	New Hampshire	NA
California	NA	New Jersey	NA
Canada	NA	New Orleans, LA	785
Charleston, SC	510	New York	NA
Charlotte, NC	328	Oklahoma City, OK	909
Chicago, IL	381	Omaha, NE	798
Cleveland, OH	288	Pennsylvania	NA
Cincinnati, OH	98	Phoenix/ Scottsdale, AR	1,852
Coeur d' Alene, ID	2,066	Portland, OR	2,421
Colorado	NA	Raleigh, NC	412
Columbia, SC	403	Rapid City, SD	1,274
Columbus, OH	150	Reno, NV	2,224
Connecticut	NA	Rhode Island	NA
Des Moines, IA	672	Richmond, VA	403
Detroit, MI	333	Roanoke, VA	285
Florida	NA	Salt Lake City, UT	1,721
Gatlinburg/Pigeon Forge, TN	253 NA	Santa Fe, NM	1,412
Georgia	NA	Springfield, IL	398
Hawaiian Islands	NA	St. Louis, MO	402
Hilton Head, SC	551	St. Paul, MN	778
Hot Springs, AR	669	Texas	NA
Indianapolis, IN	204	Topeka, KS	726
Jackson Hole, WY	1,674	Tucson, AZ	1,864
Kansas City, KS	666	Tulsa, OK	798
Kansas City, MO	661	Washington	NA
Knoxville, TN	217	Washington, DC, corporate limits, the cities of Alexandria, Falls Church of Arlington, Loudown, and Fairfax in Virginia, and the counties of Montgomery and Prince George in Maryland.	
Lake Tahoe, NV	2,269	Wilmington, DE	
Las Vegas, NV	2,008	All United States Possessions	
Little Rock, AR	620		
Madison, WI	523		
Maine	NA		
Maryland	NA		

EXHIBIT 8-1

**MILEAGE CHART
DISTANCES FROM MOREHEAD**

Location	County	Miles
Kentucky:		
Albany	Clinton	200
Allen	Floyd	74
Ashland	Boyd	62
Augusta	Bracken	61
Barbourville	Knox	147
Bardstown	Nelson	126
Beattyville	Lee	99
Berea	Madison	98
Booneville	Owsley	109
Bowling Green	Warren	220
Brooksville	Bracken	64
Burkesville	Cumberland	206
Burnside	Pulaski	147
Campbellsville	Taylor	149
Campton	Wolfe	46
Carrollton	Carroll	158
Carlisle	Nicholas	45
Catlettsburg	Boyd	61
Central City	Muhlenberg	237
Clay City	Powell	63
Cody	Knott	102
Columbia	Adair	179
Corbin	Whitley	148
Covington	Kenton	142
Cumberland	Harlan	134
Cynthiana	Harrison	70
Danville	Boyle	103
Dry Ridge	Grant	109
Dwarf	Perry	96
Elizabethtown	Hardin	152
Elkhorn City	Pike	116
Ezel	Morgan	32
Falmouth	Pendleton	91
Flemingsburg	Fleming	28
Frankfort	Franklin	89
Frenchburg	Menifee	27
Georgetown	Scott	77
Grayson	Carter	40

EXHIBIT 8-2

**MILEAGE CHART
DISTANCES FROM MOREHEAD**

Location	County	Miles
Kentucky:		
Greensburg	Green	160
Greenup	Greenup	68
Harlan	Harlan	213
Harrodsburg	Mercer	99
Hazard	Perry	93
Hazel Green	Wolfe	40
Henderson	Henderson	268
Hindman	Knott	91
Hodgensville	Larue	152
Hopkinsville	Christian	288
Hyden	Leslie	109
Inez	Martin	108
Irvine	Estill	76
Jackson	Breathitt	64
Jamestown	Russell	171
Jenkins	Letcher	109
Lancaster	Gerrard	102
Lawrenceburg	Anderson	97
Lebanon	Marion	129
LexingtonCity	Fayette	67
Lexington	Blue Grass Field	75
Liberty	Casey	129
London	Laurel	135
Louisa	Lawrence	81
Louisville	East Side	130
Louisville	Heart of City	141
Manchester	Clay	155
Martha	Johnson	41
Mayfield	Graves	414
Maysville	Mason	45
McKee	Jackson	125
Middlesboro	Bell	179
Monticello	Wayne	150
Mt. Olivet	Robertson	68
Mt. Sterling	Montgomery	33
Mt. Vernon	Rockcastle	97
Mt. Washington	Bullitt	135
Murray	Calloway	325

EXHIBIT 8-3

**MILEAGE CHART
DISTANCES FROM MOREHEAD**

Location	County	Miles
Kentucky:		
Nicholasville	Jessamine	79
Olive Hill	Carter	19
Owensboro	Daviess	235
Owenton	Owen	106
Owingsville	Bath	22
Paducah	McCracken	326
Paintsville	Johnson	64
Paris	Bourbon	55
Phelps	Pike	128
Pikeville	Pike	91
Pineville	Bell	166
Pleasureville	Henry	114
Prestonsburg	Floyd	69
Richmond	Madison	69
Russell Springs	Russell	146
Salyersville	Magoffin	47
Sandy Hook	Elliott	26
Sharpsburg	Bath	33
Shelbyville	Shelby	110
Shepherdsville	Bullitt	144
Somerset	Pulaski	123
Springfield	Washington	122
Stanford	Lincoln	99
Stanton	Powell	50
Taylorsville	Spencer	122
Tollesboro	Lewis	43
Vanceburg	Lewis	37
Versailles	Woodford	79
Warfield	Martin	95
Warsaw	Gallatin	122
West Liberty	Morgan	26
Whitesburg	Letcher	112
Whitley City	McCreary	154
Williamsburg	Whitley	147
Williamstown	Grant	93
Winchester	Clark	48

EXHIBIT 8-4

**MILEAGE CHART
DISTANCES FROM MOREHEAD**

Location	County	Miles
State Parks:		
Barren River	near Lucas	216
Buckhorn Lake	near Buckhorn	85
Carter Caves	near Olive Hill	30
Cumberland Falls	near Corbin	165
General Butler	near Carrollton	70
Greenbo Lake	near Greenup	46
Jenny Wiley	near Prestonsburg	74
Kenlake	near Hardin	329
Kentucky Dam Village	near Gilbertsville	371
Lake Barkley	near Cadiz	318
Lake Cumberland	near Jamestown	176
Levi Jackson	near London	143
Mammoth Cave	near Cave City	204
Natural Bridge	near Slade	79
Pine Mountain	near Pineville	130
Rough River Dam	near Falls of Rough	194
Out of State:		
Ohio		
Cincinnati - South	(Via AA Highway)	143
Cincinnati - North	(Via AA Highway)	130
Columbus		161
Dayton	(Via AA Highway)	167
Portsmouth		67

EXHIBIT 8-5

**MILEAGE CHART
DISTANCES FROM MOREHEAD**

Location	Miles
Out of State:	
Tennessee	
Clarksville	287
Cookeville	333
Johnson City	201
Knoxville	232
Murfreesboro	312
Nashville	280
West Virginia	
Charleston	120
Huntington	70

EXHIBIT 9

REIMBURSEMENT TABLE

Lodging:

The most economical rate available which is consistent with the purpose of travel.

Meals:

	Time Frame	Standard Rates	High-Cost Rates
Breakfast	6:30 a.m. to 9:00 a.m.	\$ 7.00	\$ 8.00
Lunch	11:00 a.m. to 2:00 p.m.	8.00	9.00
Dinner	5:00 p.m. to 9:00 p.m.	15.00	19.00

Mileage:

All privately owned vehicles are reimbursed at 32 cents per mile.

Other:

Maximum amount of reimbursable expenses without a receipt is \$10.00.

These reimbursement rates are in accordance with the Kentucky Administrative Regulations and are subject to change by the Commonwealth of Kentucky.

EXHIBIT 10

MSU STUDENT MOTOR VEHICLE OPERATING PROGRAM

UNIVERSITY ADMINISTRATIVE REGULATION 311.01

Faculty/staff members who wish to utilize student vehicle operators shall provide each potential student operator a copy of the Student Motor Vehicle Operator's Procedures which must be read in the presence of the faculty/staff sponsor. Upon completion of the reading of the procedures the student applicant shall complete the Student Motor Vehicle Operator Application. The student will then present their motor vehicle operators license, which shall be verified as current by the faculty/staff sponsor, who will then make a photocopy and attach same to the student application. The application will then be reviewed for completeness and signed by the faculty/staff sponsor at which time it shall be forwarded to the Office of Physical Plant.

The Office of Physical Plant shall verify the completeness of the application, to include the necessary faculty/staff signature and a copy of the current student applicant's motor vehicle operators license. When all materials are verified as complete a Student Motor Vehicle Operator Authorization Card, bearing the name of the approved student will be forwarded to the faculty/staff sponsor of that applicant. The faculty/staff member shall issue the approved applicant the Student Motor Vehicle Operator Authorization Card. Only students completing the above defined procedures shall be eligible to operate University or Commonwealth of Kentucky Motor Vehicles.

Approved by: Ronald G. Eaglin

Date 09/16/93

This Manual printed in June, 2001 supersedes all previous handbooks and informational materials pertaining to the subjects included herein.

Office of Accounting and Budgetary Control
Morehead State University
207 Howell-McDowell Ad. Bldg.
Morehead, Kentucky 40351
(606) 783-2019