

Summary of Policy of Changes

Effective July 1, 2019

Out of pockets expenses submitted more than 90 days after the trip return date will **not** be reimbursed. A KFS DV will be disapproved and a Concur Expense Report will be sent back without processing.

Manual of Business Procedures, Section 70: Travel policies have been rewritten and updated in the [Manual of Business Procedures](#), and on the [Travel at State Project website -> Getting Reimbursed](#) (also contains a summary of policy changes). Significant areas of change include:

- Request Required Before Expense Report Submission
- Late Expense Report Submission
- Receipt Requirements
- Per Diem 75% on First and Last Day of Travel
- Personal Days of Travel and Comparative Quotes

Travel Reimbursement Chart: The chart has been updated to provide detailed information about expense reimbursement qualification and receipt requirements. The Reimbursement Chart is available in the [Manual of Business Procedures](#), and on the [Travel@State Project website -> Getting Reimbursed -> Reimbursement Chart](#).

NOTE: The legacy travel policy and reimbursement chart are available through the [MSU Manual of Business Procedures Table of Contents](#).

Object Codes: Along with the updated policies, new object codes take effect.

6901: In State Travel – Travel in which the origin and destination are within the same state, including travel within the home community.

6902: Out of State Travel – Travel in which the destination or origin are not within the same state, including Alaska, Guam, Hawaii, Puerto Rico, and the U.S. Virgin Islands.

6903: International (Foreign) – Travel in which the destination or origin is outside the United States and its territories.

Please begin using the new object codes right away. Any in-progress travel reimbursements in KFS may still be processed using the old travel object codes.

If you have any questions or concerns, please contact the MSU Travel and Accounting Offices at travel@ctrl.msu.edu or accounting@ctrl.msu.edu.

Corrective Actions

Violations of these policies are to be reported to the appropriate unit administrator. Anyone found to have violated these policies will be subjected to corrective action, up to and including termination, under the guidance of HR Employee Relations and Academic Human Resources.

Room-Sharing

When traveling on Michigan State University business, MSU faculty, academic staff, executive managers, and support staff are prohibited from sharing hotel rooms or bedrooms with a student or a group of students (including MSU graduate and undergraduate students and students from other institutions). Further, MSU faculty, academic staff, executive managers, and support staff in supervisory positions are prohibited from sharing hotel rooms or bedrooms with subordinate employees. Budgetary considerations do not take precedence over this policy, and individual rooms are to be provided without reprisal.