

## State Fair Travel Reimbursements Process

### **Description:**

This process document provides guidance for the reimbursement of travel expenses as related to travel to and from the Kentucky State Fair. Funding for state fair travel expenses may come from UK (State Funds) or the County depending on the purpose of the trip. All state fair travel reimbursements to UK employees must be requested through the UK TRIP system. If you have no reimbursable expenses then no TRIP is required.

UK Travel Policies (BPM E-5-1) (<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf>)

### **Process for UK (State) Funded Travel:**

In fulfilling an employee's obligation related to a specific state fair assignment:

- County funds should not be used to prepay any reimbursable expense that will be paid by UK State Funds. Employees must use personal funds for all expenses related to State Fair assignments.
- Purpose of Trip (under additional information) use code 00-Collaboration/Meeting.
- Use comments on all travel reports to help describe the trip (e.g. who paid?, how you arrived?, other related notes, etc)
- Attach any supporting documentation to support why you are charging state funds.
- Make sure you change the cost assignment to 1012589560.
  - Note: On tab 1 (General Data) of TRIP click "Change Cost Assignment", then type over the cost center with "1012589560", then click accept (twice).
- In KERS mileage record, please select "State" for mileage funding source on personal vehicle.
  - Note: County vehicles should not be used for any reimbursable UK state funded expenses.
- Day Trips related to state fair assignments can be submitted during your monthly mileage log TRIP entry. If handled in this manner, be sure to enter a separate TRIP report for the days related to state fair assignment.
- Overnight lodging requires a receipt with your name on it and a zero balance.
  - Note: If staying with friends or relatives, provide name and address in comments.
- Sales tax should not be charged for lodging and employees should make effort to ensure it is not reflected on the lodging receipt.
  - Note: If sales tax is not removed, make note in the comments that the employee made effort to remove sales tax.

### **Process for County Funded Travel:**

In fulfilling an employee's obligation related to regular county travel to/from the State Fair:

- If county funded, please use the "Comment Section" to document that it is county funded and not related to a state fair assignment.
- When the expenses are paid by the county, please click the box "Trip Includes Amounts Paid by 3<sup>rd</sup> Party" on the first tab (General Data).
- Sales tax should not be charged for lodging and employees should make effort to ensure it is not reflected on the lodging receipt.
  - Note: If sales tax is not removed, make note in the comments that the employee made effort to remove sales tax.

**Reminders:**

- If Day Trip is split-funded, create 2 Trips. If Overnight Trip, you can combine state and county paid expenses, but you must split the cost assignment by clicking change cost assignment.
- If there are no expenses for reimbursement, no TRIP is required.
- Per diem rates are not allowed on day trips.
- Do not combine day trips with overnight trips
- Please name your attachments for the TRIP with the number of the trip (no leading zeros) and no space along with the word receipts or docs. Such as “99909receipts” or “99909docs”
- Monthly mileage log (day trips) should be submitted by the 10<sup>th</sup> of the following month.

**Helpful Links:**

Extension Business Operations Travel Reimbursements Webpage:

<https://cafebusinesscenter.ca.uky.edu/content/travel-reimbursements>

Day Trip Reimbursement:

[https://cafebusinesscenter.ca.uky.edu/files/day\\_trip\\_qrg.pdf](https://cafebusinesscenter.ca.uky.edu/files/day_trip_qrg.pdf)

Overnight Trip Reimbursement:

[https://cafebusinesscenter.ca.uky.edu/files/overnight\\_trip\\_qrg.pdf](https://cafebusinesscenter.ca.uky.edu/files/overnight_trip_qrg.pdf)