

DATE POLICY REQUEST TO PET:	[INSERT DATE]			
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?	NEW		EXISTING	X
CURRENT POLICY TITLE:	13.20 / Out-of-State Travel			
REVISED POLICY TITLE:	13.20 / Out-of-State and International Travel Policy			
LAST REVISED DATE OF POLICY:	August 8, 2019			
INITIATING AUTHORITY:	Division of Finance and Administration			
SUMMARY OF POLICY OR POLICY CHANGE:				
<p>This policy has been revised to address international travel in addition to out-of-state travel and to conform with the standard format for WSU policies. In addition, because the travel procedures are quite detailed, lengthy, and frequently require changes, the procedures have been removed from the policy and replaced with a Link to the recently updated WSU Travel Handbook.</p>				
REASON OR NEED FOR POLICY / SUMMARY OF CHANGES MADE TO EXISTING POLICY:				
<p>KBOR has revised its policy on travel, requiring Universities to develop policies that specifically address international travel. This policy has been revised to comply with this requirement.</p>				
APPLICABLE LAWS OR REGULATORY OR POLICY AUTHORITY:				
<p>KBOR Policy Manual, II. D.23. TRAVEL Kansas Department of Administration, State Employees Travel Center Wichita State University Travel Webpage Wichita State University Travel Handbook Travel Process Webpage</p>				
OTHER RELEVANT WSU POLICIES:				
<p>WSU Policy 13.02 / Border City WSU Policy 13.11 / Private Vehicle Reimbursement WSU Policy 20.19 / Driving State Vehicles</p>				
THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:				

Office of the General Counsel – Stacia Boden and Misha Jacob-Warren

	Export Control – Jim Elliott
	Finance/Travel – Troy Bruun and Kristie Courtney
	International Education – Vince Altum
	Human Resources – Vicki Whisenhant and Rebecca Reiling
	Faculty Senate – Jolynn Dowling (shared) [PENDING]
	Staff Senate – . H Q Q H G \ 5 R J H U V (shared) [PENDING]
OTHER NOTES FOR CONSIDERATION:	
<p>This revised policy contains references to Policy 3.52 / Flexible Work Arrangements, Including Remote Work. Policy 3.52 is not a current policy, but instead is a new policy that is currently being drafted. The two policies address related subject matter. Although Policy 3.52 is still under construction, we are moving forward with a request for PET approval of the revisions to Policy 13.20 in order to comply with KBOR’s requirement to develop a policy on international travel. We anticipate requesting approval of Policy 3.52 in March 2024.</p>	
OWNER OF POLICY REQUEST FOR QUESTIONS:	General Counsel Office – Misha Jacob-Warren

13.20/ OUT-OF-STATE AND INTERNATIONAL TRAVEL

I. INITIATING AUTHORITY

- A. Division of Finance and Administration serves as the initiating authority for this policy.

II. PURPOSE

- A. The purpose of this policy is to set forth the requirements for University Affiliated Out-of-State and/or International Travel by University Employees.

III. POLICY

A. Out-Of-State Travel

1. All Out-of-State Travel must comply with the [Wichita State University Travel Handbook](#).
2. To the extent that Out-Of-State Travel involves a remote work arrangement, such arrangement must also comply with the requirements of Policy 3.52 / Flexible Work Arrangements, Including Remote Work.

B. International Travel

1. All International Travel must comply with the [Wichita State University Travel Handbook](#).
- 2.

circumstances in light of security risks, legal and compliance requirements, and administrative burden.

5. Employees engaging in non-University Affiliated Travel shall not use and/or access any University asset, equipment, data, information, records, network, software, server, or services, including University operated services, without prior approval. Requests for such use and/or access must

V. APPLICABLE LAWS AND ADDITIONAL RESOURCES

- A. [KBOR Policy Manual, II. D.23. TRAVEL](#)
- B. [Kansas Department of Administration, State Employees Travel Center](#)
- C. [Wichita State University Travel Handbook](#)
- D. [Wichita State University Travel Webpage](#)
- E. Employees should visit the [Travel Process](#) webpage for guidance on which approval process is required for their travel.
- F. WSU Policy 3.52 / Flexible Work Arrangements, Including Remote Work
- G. [WSU Policy 13.02 / Border City](#)
- H. [WSU Policy 13.11 / Private Vehicle Reimbursement](#)
- I. [WSU Policy 20.19 / Driving State Vehicles](#)

VI. REVISION DATES

- A. August 8, 2019
- B. [INSERT PET APPROVED DATE]

~~policy with regard to Affiliated Out-of-state travel State and/or International Travel by University employees~~
Employees

~~II. PREAMBLE~~

~~III. This policy has been developed and put~~ POLICY

~~in place to maximize utilization of financial resources allocated for travel expenditures and to provide University faculty and staff members with alternatives for making travel arrangements. State of Kansas Travel policies are found at the Travel Center for State Employees.~~

A. Out-Of-State Travel

- ~~1. All Out-of-State Travel must comply with the~~ Wichita State University Travel Handbook.
- ~~2. To the extent that Out-Of-State Travel involves a remote work arrangement such arrangement must also comply with the requirements of Policy 3.52 / Flexible Work Arrangements, Including Remote Work.~~

B. International Travel

- ~~1. All International Travel must comply with the~~ Wichita State University Travel Handbook.
- ~~2. The University will review all requests for International Travel on a-case by-case basis taking into consideration risks involved and any travel advisories posted on the U.S. Department of State and Centers for Disease Control website High Risk International Travel will require the approval of the travelling Employee's respective Vice President, after consultation with all relevant travel stakeholders High Risk Travel will only be~~

approved in extraordinary circumstances and will require the traveling Employee to sign appropriate University waivers

3. The University reserves the right to prohibit or suspend International Travel to any destination by Employees at any time at its discretion.
4. Requests to take International Travel for 22 consecutive days or more are considered remote work, and must be approved in accordance with Policy 3.52 / Flexible Work Arrangements, Including Remote Work. International remote work arrangements are only approved in extraordinary circumstances in light of security risks, legal and compliance requirements, and administrative burden.

III. Employees engaging in non-University Affiliated Travel shall not use and/or access any University asset, equipment, data, information, records, network, software, server or services, including University operated cloud services, without prior ~~POLICY~~

- A. Any University employee proposing to travel outstate on behalf of the University must complete and submit a Pre-Approval report. The Pre-Approval will be reviewed by the employee's direct supervisor and approved by the funding Budget Officer. In situations where the traveler is also the funding Budget Officer, Budget Officer approval is implicit.
- B. Upon final approval of the Pre-Approval, the employee may begin incurring expenses in association with the travel event. Travel arrangements may be made directly by the traveler or through a travel agency.
- C. Travelers shall use the most advantageous or economical mode of transportation. This may include a (a)-1 (v)5 (e)-1 vehicle.

2. High Risk International Travel: International Travel to destinations designed as either Level 3 or Level 4 by the U.S. Department of State.
3. International Travel: University Affiliated Travel to destinations outside the United States.
4. Out-of-State Travel: University Affiliated Travel to destinations outside the state of Kansas but within the United States.
5. University:

B. [INSERT PET APPROVED DATE]