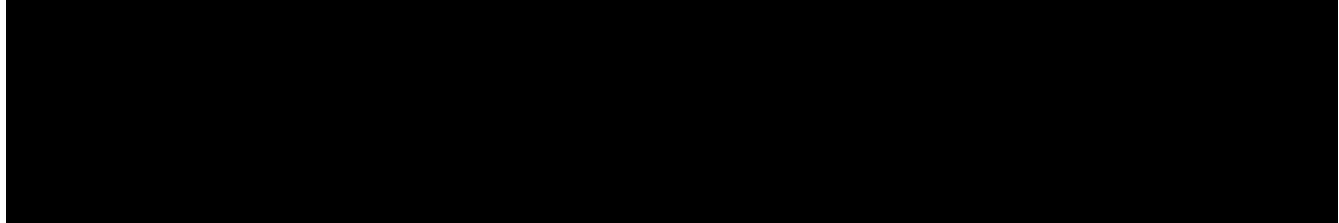


## WSU POLICY APPROVAL COVER PAGE

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			
LAST REVISED DATE OF POLICY:	August 8, 2019			
INITIATING AUTHORITY:	The 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><a href="#">KBOR Policy Manual, II. D.23. TRAVEL</a>  <a href="#">Kansas Department of Administration, State Employees Travel Center</a>  <a href="#">Wichita State University Travel Webpage</a>  <a href="#">Wichita State University Travel Handbook</a>  <a href="#">Travel Process Webpage</a></p>				
OTHER RELEVANT WSU POLICIES:				
<p><a href="#">WSU Policy 13.02 / Border City</a>  <a href="#">WSU Policy 13.11 / Private Vehicle Reimbursement</a>  <a href="#">WSU Policy 20.19 / Driving State Vehicles</a></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 Whisenant and Rebecca Reiling
	Faculty Senate – Jolynn Dowling (shared)
	Staff Senate – Kennedy Rogers (shared)

OTHER NOTES FOR CONSIDERATION:



## 13.20/ OUT-OF-STATE AND INTERNATIONAL TRAVEL

I. I

- b. Revoke or suspend access to any University asset, equipment, data, information, records, network, software, server, or other services, including University operated cloud services.
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 [LINK]. International remote work arrangements are only approved in extraordinary circumstances in light of security risks, legal and compliance requirements, and administrative burden.
5. Employees engaging in non-University-Affiliated Travel to an international location 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 approval. Requests for such use and/or access must be submitted on [Personal International Travel Request Form](#)





3. In the event that a situation arises after University approvals have been obtained such that the safety or security of persons or property are at issue (such as war, embargo, terrorist threats, etc.) the University may, in its sole discretion, take the following actions:
  - a. Revoke or suspend approval of International Travel, including requiring the Employee to return to the United States-trip and/or
  - b. Revoke or suspend access to any University asset, equipment, data, information, records, network, software, server, or other services, including University operated cloud services.
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 [LINK]. International remote work arrangements are only approved in extraordinary circumstances in light of security risks, legal and compliance requirements, and administrative burden.
5. Emplo and m lk Arlk Arlk Ag4 (i)-2 ( ET /Arti 14)-1 lk Ag4 (i)-2 ( ET /2rsTJ 0 Ts0.6 r

2. Out-of-State Travel: University-Affiliated Travel to destinations outside the state of Kansas but within the United States.

3. University: Wichita State University.

~~III. University-Affiliated Travel: POLICY~~

4. Any



~~(printed from an Internet site) to the travel reimbursement document. This comparison should be made based on the most economical airfare rates available on the date the out-of-state travel request is approved. The comparison shall include roundtrip mileage to ICT, parking and roundtrip transportation to and from the hotel or meeting site. The traveler can be reimbursed for either the cost of flying (Airfare in Lieu of Mileage) or mileage, whichever is less. Charges made using the employee's personal funds will not be reimbursed until the trip is complete. For additional details, see section 3003 and 3103 of the State of Kansas Employee Travel Expense Reimbursement Handbook at the Travel Center for State Employees.~~

- ~~D. An employee may only exceed the State of Kansas daily Lodging maximums upon written approval by the employee's Vice President (Vice Presidential exceptions will be approved by the President). Exceptions will require documentation stating the reason for the exception. For additional details, see siaise.EMC BTe eme.EMC (P li)-2~~

I. WSU Policy 20.19 / Driving State Vehicles

VI. REVISION DATES

A. August 8, 2019

B. [INSERT PET APPROVED DATE]