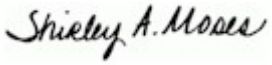
INFORMATIONAL CIRCULAR NO. 99-A-012

DATE:	April 9, 1999	
SUBJECT:	Revised Reference Materials Pertaining to Employee Travel Reimbursement	
EFFECTIVE DATE:	April 1, 1999	
CONTACT:	Randy Kennedy	(785) 296-2125
	Leroy Charbonneau	(785) 296-2255
	Mark Handshy	(785) 296-7021
	Jo Ann Remp	(785) 296-2277
	Shirley Gilchrist	(785) 296-2882
APPROVAL:		
SUMMARY:	Notification that the Employee Travel Expense Reimbursement Summary (travel tri-fold), On-line Employee Travel Expense Reimbursement Handbook, and Policy and Procedure Manual Filing 3,903 have been revised to reflect the amended privately owned vehicle mileage reimbursement rates which were effective April 1, 1999.	

The Employee Travel Expense Reimbursement Summary (travel tri-fold) has been revised to reflect the amended privately owned vehicle mileage reimbursement rates previously communicated to you in Informational Circular 99-A-011. This document is available at http://www.da.ks.gov/ar/employee/travel/trifold.pdf. You may copy this document and distribute to your employees as you choose.

The On-line Employee Travel Expense Reimbursement Handbook and Policy and Procedure Manual Filing 3,903 have also been revised to reflect these amended rates.

You may access these documents at http://www.da.ks.gov/ar/employee/travel/travbk.htm and http://www.da.ks.gov/ar/ppm/ppm03903.htm and distribute throughout your organization as you choose.