INFORMATIONAL CIRCULAR NO. 00-A-004 (Supersedes Informational Circular 99-A-012)

DATE:	June 29, 1999		
SUBJECT:	Revised Reference Materials Pertaining to Employee Travel Reimbursement		
EFFECTIVE DATE:	July 1, 1999		
CONTACT:	Randy Kennedy	(785) 296-2125	Randy.kennedy@da.state.ks.us
	Leroy Charbonneau	(785) 296-2255	Leroy.Charbonneau@da.state.ks.us
	Shirley Gilchrist	(785) 296-2882	Shirley.Gilchrist@da.state.ks.us
	Mark Handshy	(785) 296-7021	Mark.Handshy@da.state.ks.us
APPROVAL:	approved by Shirley Moses		
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 travel reimbursement rates which are effective July 1, 1999.		

The Employee Travel Expense Reimbursement Summary (travel tri-fold) has been revised to reflect the FY 2000 employee travel reimbursement rates and policy. This document is available at http://www.da.ks.gov/ar/employee/travel/trifold.pdf. The FY 2000 tri-fold is printed on green paper. Please destroy any remaining copies of the FY 99 document. You may copy this document and distribute to your employees as you choose.

The On-line Employee Travel Expense Reimbursement Handbook has also been revised to reflect the FY 2000 travel reimbursement information. Policy and Procedure Manual Filing 3,903 will no longer include the text of the Employee Travel Expense Reimbursement Handbook. This PPM will include a link to the on-line version of this document. You may access these two documents at http://www.da.ks.gov/ar/employee/travel/travbk.htm and http://www.da.ks.gov/ar/ppm/ppm03903.pdf and distribute throughout your organization as you choose.