INFORMATIONAL CIRCULAR NO. 98-A-003

DATE:	July 1, 1997
SUBJECT:	Direct Payment of Lodging
EFFECTIVE DATE:	July 1, 1997
CONTACT:	Audit Services Team (785) 296-2311
APPROVAL:	
SUMMARY:	Established basic policies regarding lodging expense paid directly to lodging establishments

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SB 104, Session of 1997, authorizes payment of lodging expenses directly to lodging establishments on behalf of state employees in travel status on official state business. SB 104 does not authorize advance payment for lodging. This circular is intended to provide minimum requirements and basic recommendations for payments in conjunction with this program:

Each payment voucher for lodging expense should include the following information:

Name of traveler(s)
Dates of lodging
Location of lodging
Purpose of travel

Only lodging (lowest available rate for normal single occupancy) and appropriate taxes (no sales tax within the State of Kansas) should be paid. Official telephone calls may also be paid directly to the lodging establishment if a statement is included on the payment voucher that the call is in accordance with an established agency policy.

The number of rooms, daily rate (including taxes) and number of days should all be shown on the voucher in order to calculate the voucher total.

Itemized billings should be accumulated and reviewed by the agency, but are not required to be submitted to the Division of Accounts and Reports with the payment voucher. Charges for meals, room service, personal phone calls, movies, laundry, and any other miscellaneous personal charges should be paid by the traveler prior to or at the time of checkout.

Travelers authorized to bill lodging directly to the agency should be specific at check-in as to the appropriate agency to be billed for the charges.

Direct payment of lodging does not supersede or replace any requirements for out-of-state travel approval, approval to exceed lodging rates, or temporary high-cost designation. Agencies should continue to attach appropriate approval forms or affix appropriate signatures to payment vouchers in accordance with the previous instructions you have provided to the Division of Accounts and Reports on Form DA-26 (Paragraph 2101 of the Employee Travel Expense Reimbursement Handbook).