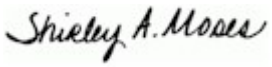
INFORMATIONAL CIRCULAR NO. 98-A-007

DATE:	October 7, 1997
SUBJECT:	Private Vehicle Reimbursement when State Car Available
EFFECTIVE DATE:	October 1, 1997
CONTACT:	Audit Services Team (785) 296-2311
APPROVAL:	
SUMMARY:	Effective October 1, 1997, Central Motor Pool has lowered the compact car rate, thereby reducing the reimbursement rate for employees choosing to drive a private vehicle when a state care is available.

K.A.R. 1-18-1a establishes the private vehicle mileage reimbursement rates for employees traveling on official business. Subsection (d)(3) provides that if an employee chooses to use a privately-owned vehicle when a state-owned or leased vehicle is available shall be reimbursed at the central motor pool rate for compact cars. For FY 1998, this rate had been established at 21 cents per mile. Effective for travel occurring on or after October 1, 1997, the compact car rate has been reduced to 18 cents per mile. The complete schedule of new motor pool rates was distributed to all state agencies in a September 30, 1997 memorandum from the Director of Facilities Management.

Please communicate this information to all affected employees of your agency.