INFORMATIONAL CIRCULAR NO. 00-A-003 (Supersedes Informational Circular 99-A-003)

DATE:	June 18, 1999		
SUBJECT:	High Cost Geographic Areas and Conference Lodging		
EFFECTIVE DATE:	July 1, 1999		
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APPROVAL:	approved by Shirley Moses		
SUMMARY:	Listing of designated high-cost geographic areas and delegation of approval for payment of the actual cost of conference-related lodging effective July 1, 1999.		

Effective July 1, 1999, Kansas Administrative Regulation 1-16-18a has been amended to allow the agency head or designee to approve the payment of conference-related lodging.

The list of designated list of high-cost geographic areas did not change. The boundaries of designated high-cost geographic areas include all locations within the corporate limits of the cities listed, unless otherwise specified. The designated high-cost geographic areas are:

In-State High-Cost Geographic Areas

Kansas City, including all locations within Johnson and Wyandotte Counties
Manhattan, including all locations within Riley County
Topeka, including all locations within Shawnee County
Wichita, including all locations within Sedgwick County

Out-of-State High-Cost Geographic Areas

Afton, Oklahoma, including Shangri-La Resort
Anchorage, Alaska
Aspen, Colorado, including all locations within Pitkin County
Atlanta, Georgia
Atlantic City, New Jersey, including all locations within Atlantic County
Austin, Texas
Avon and Beaver Creek, Colorado

Baltimore, Maryland
Barrow, Alaska
Boca Raton, Florida
Boston, Massachusetts, including all locations within Suffolk County
Cambridge, Massachusetts
Carmel, California
Chicago, Illinois, including all locations within Du Page, Lake, and Cook Counties
Cleveland, Ohio
Dallas/Fort Worth, Texas
Denver, Colorado
Edison, New Jersey, including all locations within Middlesex County
Fairbanks, Alaska
Fort Myers and Sanibel Island, Florida, including all locations within Lee County
Hershey, Pennsylvania
Hilton Head Island, South Carolina, including all locations within Beaufort County
Honolulu, Oahu, Hawaii, including all locations on the Island of Oahu
Houston, Texas
Indianapolis, Indiana
Juneau, Alaska
Kaanapali Beach, Maui, Hawaii
Kailau-Kona, Hawaii
Kaunakakai, Molokai, Hawaii
Keystone, Colorado, including all locations within Summitt County
King of Prussia, Pennsylvania
Kodiak, Alaska
Lake Buena Vista, Florida
Los Angeles, California, including all locations within Los Angeles, Kern, Orange, and Ventura Counties
Miami, Florida
Minneapolis and St. Paul, Minnesota, including all locations within Hennepin, Ramsey, and Anoka Counties
Monterey, California, including all locations within Monterey County
Nashville, Tennessee
Newark, New Jersey, including all locations within Bergen, Essex, Hudson, Passaic, and Union Counties
New Orleans, Louisiana, including all locations within Jefferson, Orleans, Plaquemines, and St Bernard Parishes
Newport, Rhode Island, including all locations within Newport County

Nome, Alaska
Oakland, California, including all locations within Alameda, Contra Costa, and Marin Counties
Ocean City, Maryland, including all locations within Worcester County
Philadelphia, Pennsylvania, including all locations within Montgomery and Philadelphia Counties
Phoenix, Arizona
Pittsburgh, Pennsylvania
Portland, Oregon
Princeton, New Jersey, including all locations within Mercer County
Salt Lake City, Utah
San Antonio, Texas
San Diego, California, including all locations within San Diego County
San Francisco, California, including all locations within San Francisco County
San Mateo, California, including all locations within San Mateo County
Santa Barbara, California, including all locations within Santa Barbara County
Santa Cruz, California, including all locations within Santa Cruz County
Seattle, Washington, including all locations within King County
South Padre Island, Texas
Stamford, Connecticut
St. Louis, Missouri
Sun Valley, Idaho, including all locations within Blaine County
Tampa, Florida
Tom's River, New Jersey, including all locations within Ocean County
Tuscon, Arizona
Vail, Colorado, including all locations within Eagle County
Wailea, Maui, Hawaii
White Plains, New York, including all locations within Westchester County

Out-Of-State, Special Designated High-Cost Geographic Areas

Washington D.C., including the cities of Alexandria, Fairfax, and Falls Church, the counties of Arlington, Fairfax and Loudoun in Virginia, and the counties of Montgomery and Prince Georges in Maryland

New York, New York, including all locations within the counties of Nassau and Suffolk

State agencies may request the Director of Accounts and Reports to conduct a study of subsistence costs in any area not designated as a high-cost area. If the study findings of an area justify inclusion, the Director of Accounts and Reports may recommend to the Secretary of

Administration that the area be added to the list of high-cost geographic areas. If the Secretary approves the addition of that area, subsistence payments for travel to the area may be made at the rate designated for high-cost geographic areas.

Actual Conference Lodging Reimbursement

The agency head must be provided with conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding both the applicable lodging expense limitation established under K.A.R. 1-16-18 and the exception provided in K.S.A. 75-3207a(e). This exception allows the lodging rate to be exceeded by the lesser of either: (1) an additional 50% of the applicable lodging expense limitation, or (2) the actual lodging expense incurred.

K.A.R. 1-16-18a(e) has been amended to allow *an agency to approve* reimbursement or direct payment of actual lodging expenses when an employee is required or authorized to attend a conference, and the lodging rate exceeds the applicable lodging expense limitation (including the additional 50%). This provision may be used for the approved conference and for official state business related to the conference, and shall be applicable only to the state employee attending the conference. The term "conference" means any seminar, association meeting, clinic, colloquium, convention, symposium, or similar gathering that is attended by a state employee in pursuit of a goal, obligation, function, or duty imposed upon a state agency or performed on behalf of a state agency.

The agency will designate on Form DA-26, Agency Travel Approval - Out-of-State Travel and Lodging Reimbursement Rates, the method by which they will indicate the approval for payment of the actual cost for conference-related lodging. This form has been amended to include this designation in section two of the form relating to approval to exceed established lodging rates. A separate letter will be sent to each agency asking that a new Form DA-26 be completed for FY 2000. A copy of Form DA-26 is attached to this informational circular, may be found in Policy and Procedure Manual Filing 3,817, or may be accessed at http://www.da.ks.gov/ar/forms/.

Meal allowance will be reimbursed at the regular meal allowance rate based on the location of the conference.

The provision to pay actual conference lodging replaces use of Form DA-28 which required approval by the Director of Accounts and Reports. The date on which expenses are incurred determines the appropriate approval process.