

This brochure is meant as a reference guide to basic travel questions. It assumes the user is familiar with the "Employee Travel Expense Reimbursement Handbook" which can be found in its entirety at the following Internet site:

<http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees>

Terms, policies and procedures have been shortened in order to fit within this guide.

Out-of-state and international travel requires approval as prescribed by the agency head in accordance with agency policy and Policy Manual (PM) Filing 3,817.

TRANSPORTATION EXPENSES

Per KAR 1-18-1(d) if a mode of transportation is available and is less costly than transportation by privately-owned conveyance, mileage payments for use of a privately-owned conveyance shall be limited to the cost of the lesser mode of transportation.

[Form DA-127 Private Mileage vs. Rental Comparison](#) should be used to determine the least costly mode of transportation for in-state travel. The lesser amount of the cost comparison will be the maximum allowable reimbursement amount.

Maximum Mileage Reimbursement Rates For Use of a Privately-Owned Conveyance

Automobiles	\$.545/mile
Motorcycles	\$.515/mile
Planes	\$ 1.21/mile
Moving	\$.18 /mile

Mileage reimbursement for use of a privately-owned conveyance is based on the most direct route as listed on the Kansas Department of Transportation distance chart. Travel by privately owned airplane should use air mile distances (as the crow flies).

Under statutory provisions, board members are paid mileage under the same reimbursement policies established for state employees. As an exception, board members who are also active legislators, are reimbursed under the provisions of KSA 75-3212(d).

Airfare

Airline tickets for travel within the United States may be purchased through the statewide Travel Agency Management Service contract using the agency's appropriate cardless Procurement Card (P-Card) and in accordance with the agency travel policy. Airfare may also be charged to an employee's personal credit card however, the traveler will NOT be reimbursed for the airfare prior to the completion of the related travel. When a traveler is combining personal travel and business travel, the employee must pay for the airline tickets and be reimbursed for the business portion of the trip. For example, when buying two for one tickets, (where one ticket is for personal use) the state will reimburse the traveler for half the price of the ticket. Reimbursement requires the passenger copy of the airline ticket or a copy of the booked itinerary from the Internet.

Car Rental

Car rental reservations should be made in accordance with the agency's travel policy. In-state car rental should be made through the current statewide mandatory Vehicle Rental Service contract vendor and paid using the agency's appropriate cardless P-Card. The P-Card includes Collision Damage Waiver at no additional cost for most vehicles. Employees renting cars out-of-state are reimbursed by submitting the official receipt for the rental or charter with the travel claim form. Personal accident insurance (PAI), personal effects insurance (PEI), and other supplemental liability insurance are considered personal expenses and are not reimbursable.

For information on vehicle insurance and accident reporting, refer to the Statewide Vehicle Liability Insurance Contract or contact the Office of Procurement and Contracts with questions.

SUBSISTENCE EXPENSE

For State of Kansas travel, federal per diem rates are followed to determine subsistence allowances. The CONUS per diem rate for an area is divided into two allowances: the lodging allowance and the meals & incidental expense (M&IE) allowance. Per Diem rates are based on travel location and travel dates (seasonal rates may be listed for some locations).

If a specific travel location is not listed (or within the location definition), the standard rate, or "other" location rate is used. See "SOURCE OF SUBSISTENCE RATES" in this travel reimbursement summary for more information on subsistence rates.

The M&IE rate (includes charges for meals, taxes, and all fees and tips to waiters, hotel porters, bellhops, doormen, maids and dining room stewards):

Standard Daily M&IE Rate \$ 51.00

Meals & Incidental Expense (M&IE) Reimbursement

Employees may be reimbursed for M&IE while in travel status. M&IE reimbursement is based on quarter days with the daily M&IE rate divided equally between quarters. M&IE is provided for the time in which the employee is in travel status, including the quarters the employee departs and returns. On the day of departure and the day in which the employee returns to the official station or domicile, M&IE is reimbursed as follows:

<u>Time of departure</u>	<u>Quarter Day</u>	<u>% of M&IE</u>	
		<u>Day of Departure</u>	<u>Day of Return</u>
12:00 AM - 5:59 AM	Quarter 1	100%	25%
6:00 AM - 11:59 AM	Quarter 2	75%	50%
12:00 PM - 5:59 PM	Quarter 3	50%	75%
6:00 PM - 11:59 PM	Quarter 4	25%	100%

The agency shall reduce the M&IE reimbursement for meals provided at no cost to the employee. See Section 4301 of the Travel Handbook for detailed guidelines. Each agency is responsible for reducing M&IE reimbursement for complimentary breakfasts provided by lodging establishments to traveling employees.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Reduced % of Daily M&IE Rate	15%	35%	50%

Same Day Travel

A single meal reimbursement for same-day travel may be authorized by the agency in limited situations at the meal allowance rates above. See Section 4100(D) of the Travel Handbook for detailed guidelines.

Lodging

Maximum lodging allowed (traveler is reimbursed for single occupancy only). No allowance for any tips is included within this rate. Taxes associated with lodging shall be reimbursed in addition to the established lodging expense limitation:

Standard Daily Lodging Rate	\$ 93.00
(increase effective Oct. 1, 2017)	
Conference Lodging*	Actual
International	Actual

The daily lodging expense limitations above may be exceeded by the lesser of either: (1) An additional 50% of the applicable lodging expense limitation; or (2) the actual lodging expense incurred. Either of these must be approved by the agency head or designee in accordance with agency policy and PM Filing 3,817.

*Per K.A.R. 1-16-18a, Actual conference lodging may be paid without limit if approved by the appropriate agency official per PM Filing 3,817.

State agencies may pay lodging expenses directly to lodging establishments (direct bill) via SMART, or an appropriate cardless P-Card. **No sales tax within the State of Kansas** should be paid directly to the lodging establishment. Advance payment for lodging is not authorized except one night of lodging may be prepaid with a P-Card if a deposit is required.

SOURCE OF SUBSISTENCE RATES

SMART maintains the official subsistence rates for CONUS and OCONUS travel locations and is updated semi-annually each October 1 and April 1 to follow the federal CONUS and OCONUS rates in effect on those dates. International subsistence rates are not loaded into SMART. Employees will obtain M&IE rates for international travel locations directly from the U.S. Dept. of State (DOS) website listed below. See Section 4005 of the Travel Handbook for the following information regarding the source of subsistence rates.

A query "KS_EX_CONUS_RATES" is available in SMART which provides the effective CONUS and OCONUS travel locations and subsistence rates. SMART will be updated semi-annually with the October 1 and April 1 subsistence rates.

If employees utilize the federal websites to determine M&IE and lodging rates, those rates should be used as follows:

- Rates published October 1 - for travel occurring between October 1 and March 31 of each year.
- Rates published April 1 - for travel occurring between April 1 and September 30 of each year

Contiguous United States (CONUS)-

- U.S. General Services Administration website:
<https://www.gsa.gov/travel/plan-book/per-diem-rates/>

Outside Contiguous United States (OCONUS) - (Alaska, Hawaii, and U.S. Territories/Possessions)

- U.S. Department of Defense website:
<http://www.defensetravel.dod.mil/site/perdiemC alc.cfm>

International Locations -

- U.S. Department of State website:
https://aoprals.state.gov/web920/per_diem.asp

For international travel, payment for actual lodging expense is allowed.

MISCELLANEOUS EXPENSES

Routine expenses incurred by employees such as local transportation charges, tolls, parking fees and baggage are reimbursable miscellaneous expenses. See section 5000, of the Travel Handbook for details on authorized miscellaneous expenses. Receipts are not required (except as required by the paying agency) for taxi fare, shuttles, turnpike receipts, and unattended parking meters.

TRAVEL ENCUMBRANCES

Per PM 10,300 travel authorizations are required for:

- All out of state, and international travel events,
- Any June (or prior month) travel event (includes in-state travel) that will not be reimbursed to the employee prior to the fiscal year end SMART cutoff date, (If the traveler is unknown, a GL encumbrance may be used).

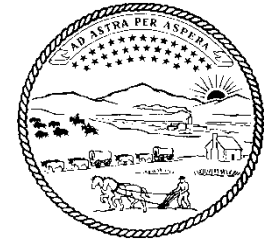
Note: Specific questions regarding travel should be directed to your agency's business office.

STATE OF KANSAS

Department of Administration

Office of the Chief Financial Officer

EMPLOYEE TRAVEL EXPENSE
REIMBURSEMENT SUMMARY



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JEFF COLYER
Governor

SARAH SHIPMAN
Secretary of Administration

DeAnn Hill, CPA, CGMA, PFS
Chief Financial Officer