

1-16-4. Date and hour of departure and return. ~~When~~ If an employee is granted leave of absence while on official travel, (including Saturdays, Sundays, and holidays), the employee's subsistence allowance claim shall be adjusted accordingly for the date and hour of departure from, and the return to, the field duty station or to the official station shall be shown on the travel voucher-general expense (DA-121) for proper determination of allowable expenses.

This regulation shall be effective on and after January 1, 2016. (Authorized by and implementing K.S.A. 1965 2014 Supp. 75-3207; effective Jan. 1, 1966; amended P-_____.)

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1-16-8. Use of privately owned or operated conveyance, limitations; reimbursement for transportation and subsistence expenses. (a) In-state travel. If the use of a privately owned or operated conveyance on official state business is authorized by the ~~administrative head of the agency~~ head or the agency head's designee, reimbursement shall be on a mileage basis at the rate specified and under the limitations prescribed by K.A.R. 1-18-1a. Mileage shall be calculated in accordance with K.A.R. 1-17-11, except that storage or parking charges for a privately owned conveyance at any commercial transportation terminal, while the traveler is on an extended trip, and turnpike tolls, may be allowed in addition to this mileage allowance.

(b) Out-of-state travel.

(1) If the use of a privately owned or operated conveyance on official state business, instead of common carrier, is authorized by the ~~administrative head of the agency~~ head or the agency head's designee, the traveler shall be allowed private conveyance mileage as prescribed by K.A.R. 1-18-1a to the destination, turnpike tolls, and parking charges, or an amount equal to economy class air fare to the air terminal nearest the destination, whichever is lesser. Out-of-state subsistence allowance shall be allowed only for the ~~amount of time~~ number of quarter days that would have been necessary had the traveler used the fastest public transportation available to the destination instead of a private conveyance. No taxi or air terminal expenses shall be allowed at the destination. Air terminal shall ~~be defined as~~ mean the principal air terminal in that general geographic area.

(2) If two or more travelers on official business travel in one privately owned conveyance instead of common carrier, the use of one conveyance may be authorized on a mileage basis. In such cases, the subsistence allowed shall be for the number of days the trip would take by car using the usually traveled route to the point of destination as provided in K.A.R. 1-17-11.

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(3) Upon written, prior approval of the agency head, exceptions to this subsection may be granted in unusual circumstances if deemed to be in the best interest of the state.

(c) Exception. Nothing in this regulation shall apply to any person to whom K.S.A. 75-3212 and K.S.A. 75-3216, and amendments thereto, apply.

This regulation shall be effective on and after ~~July 1, 2010~~ January 1, 2016. (Authorized by and implementing K.S.A. ~~2008~~ 2014 Supp. 75-3207; effective, E-74-4, Nov. 2, 1973; effective May 1, 1975; amended May 1, 1979; amended May 1, 1981; amended April 30, 1990; amended July 1, 2010; amended P-_____.)

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~~1-16-15. Reduced allowances. (a) Except as provided in subsection (d) of K.A.R. 1-16-18, each the agency that desires to pay head, or the agency head's designee, may approve paying a reduced meals allowance or lodging expense shall obtain the prior approval of the secretary of administration. ~~The agency shall submit a request on a form from the division of accounts and reports.~~~~

~~(b) The following instances of reduced allowances, which have been approved by the secretary of administration, shall not require the use of the approval form:~~

~~(1) If the agency conveys the following information to the employee in advance of the travel, the agency may handle subsistence payments as stated to the employee:~~

~~(A) The agency is not requiring its employee to undertake the travel in question; and~~

~~(B) the agency desires to not pay subsistence or desires to pay at a specified reduced rate. However, the following shall apply:~~

~~(2) (1) If the cost of meals is included within the cost of a registration fee or other fees and charges paid by the agency, the agency shall pay the applicable reduced subsistence allowance specified in subsection (d) of K.A.R. 1-16-18.~~

~~(3) (2) If both meals and lodging will be provided at no cost to an agency's traveling employee, the agency shall be authorized to not pay any subsistence for this travel.~~

~~(4) If a traveling employee requests a specified reduced subsistence amount, the requested amount may be paid.~~

~~(e) (b) Requests for The approval of reduced subsistence allowances by the agency head or the agency head's designee shall be based on reducing quarter-day meals allowances and lodging expenses in multiples of a half dollar, and this reduced subsistence shall in all other respects be paid in accordance with applicable regulations and accounting procedures.~~

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This regulation shall be effective on and after ~~July 1, 2010~~ January 1, 2016. (Authorized by and implementing K.S.A. ~~2008~~ 2014 Supp. 75-3207; effective Jan. 1, 1966; amended, E-69-18, Aug. 14, 1969; amended Jan. 1, 1970; amended May 1, 1979; amended May 1, 1982; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended, T-87-26, Oct. 1, 1986; amended May 1, 1987; amended, T-89-1, Jan. 7, 1988; amended Oct. 1, 1988; amended July 1, 2010; amended P-_____.)

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1-16-18. Subsistence allowance. (a) General provisions. Except as otherwise specifically provided by law, subsistence allowances for in-state and out-of-state travel shall be paid on the basis of a meals allowance and the actual cost of lodging expenses incurred, within the limits set forth specified in this regulation.

~~(1) Meals allowance rates, including per-meal allowances, and lodging reimbursement limitation rates established in accordance with~~ pursuant to K.S.A. 75-3207a, and amendments thereto, shall be ~~published in~~ issued through informational circulars of the ~~division of accounts and reports~~ department of administration. Rates shall be established for the following geographic areas or categories of travel:

~~(A) (1) Travel to in-state destinations;~~

~~(B) (2) travel to out-of-state destinations, exclusive of designated out-of-state, high-cost geographic areas;~~

~~(C) travel to out-of-state, designated high-cost geographic areas;~~

~~(D) travel to out-of-state, special designated high-cost geographic areas;~~

~~(E) (3) international travel. As used in this regulation, "international travel" means~~ shall mean travel outside the 50 states, and the District of Columbia, and U.S. territories and possessions;

~~(F) (4) travel involving conference lodging that qualifies under K.A.R. 1-16-18a(e);~~
and

~~(G) (5) other categories as the secretary of administration deems appropriate.~~

~~(2) Subject to the approval of the secretary of administration, any city in a state bordering or near Kansas may be designated as a "border city" by the director of accounts and reports. For travel by state personnel to a border city, all meals allowances and~~

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~~lodging expense limitations shall be applied at the appropriate in-state rate established in accordance with K.S.A. 75-3207a, and amendments thereto.~~

(b) Meals allowance; general provisions. Except as provided in subsection (c), the meals allowance shall be paid in an amount not to exceed rates established ~~in accordance with~~ pursuant to K.S.A. 75-3207a, and amendments thereto.

(c) Meals allowance; exceptions.

~~(1) An exception to the meal allowance for international travel may be made at the option of the agency head or the agency head's designee by claiming actual expenses, subject to any daily limitation established in accordance with K.S.A. 75-3207a, and amendments thereto.~~

~~(2) If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or is supplied without cost by another party, the meal allowance shall be reduced by the appropriate per-meal allowance established in accordance with~~ pursuant to K.S.A. 75-3207a, and amendments thereto.

~~(3) (2)(A) Except as prohibited by paragraph (c)(3)(B) (c)(2)(B), the agency head or the agency head's designee may authorize any employee who does not incur lodging expenses to be reimbursed for one meal on any day on which either of the following circumstances occurs:~~

(i) The employee is required to travel on official state business, and the employee's workday, including travel time, is extended three hours or more beyond the employee's regularly scheduled workday.

(ii) The employee is required to attend a conference or a meeting as an official guest or participant, and a meal is served during the required attendance time.

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(B) No meals shall be reimbursed if the ~~point~~ location at which the official business is conducted is within 30 miles of the employee's official station or if a meal is provided at no cost to the employee.

(C) Each request for reimbursement of a meal under paragraph (c)(~~3~~) (2) shall identify the date, purpose, destination, and time of the travel, conference, or meeting, and the meal requested for reimbursement.

(D) Each employee who receives reimbursement for a meal under paragraph (c)(~~3~~) (2) shall be paid at the applicable per-meal allowance rate established ~~in accordance with~~ pursuant to K.S.A. 75-3207a, and amendments thereto.

(d) Lodging expense limitations; general provisions.

(1) Reimbursement for lodging, or direct payment of lodging expenses to the lodging establishment, shall be made on the basis of actual, single-rate lodging expenses incurred and shall be supported by the original official receipt of the lodging place or other suitable documentation. Subject to applicable lodging expense limitations established ~~in accordance with~~ pursuant to K.S.A. 75-3207a and amendments thereto, reimbursement for lodging expenses, or direct payment of lodging expenses to the lodging establishment, shall be limited to the lodging ~~place's~~ establishment's lowest available rate for normal single occupancy on the day or days the lodging expense was incurred.

(2) Taxes associated with lodging expenses shall not be included in the applicable lodging expense limitation rates established ~~in accordance with~~ pursuant to K.S.A. 75-3207a, and amendments thereto, and shall be paid as an additional reimbursement.

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(e) Lodging expense limitations; exception. Specific exceptions to the applicable dollar limitation on lodging expenses may be made ~~as provided in~~ pursuant to K.S.A. 75-3207a, and amendments thereto.

This regulation shall be effective on and after ~~July 1, 2010~~ January 1, 2016.

(Authorized by and implementing K.S.A. ~~2008~~ 2014 Supp. 75-3207 and 75-3207a; effective, E-80-10, July 11, 1979; effective May 1, 1980; amended, E-81-14, June 12, 1980; amended May 1, 1981; amended, E-82-14, July 1, 1981; amended May 1, 1982; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended May 1, 1985; amended, T-87-26, Oct. 1, 1986; amended May 1, 1987; amended, T-89-1, Jan. 7, 1988; amended Oct. 1, 1988; amended July 1, 1990; amended, T-1-8-14-90, May 1, 1990; amended Oct. 8, 1990; amended, T-1-9-26-91, Oct. 1, 1991; amended Nov. 18, 1991; amended, T-1-1-1-93, Jan. 1, 1993; amended Feb. 22, 1993; amended, T-1-6-28-95, July 1, 1995; amended Oct. 27, 1995; amended, T-1-7-1-97, July 1, 1997; amended Aug. 8, 1997; amended July 1, 1998; amended July 1, 1999; amended Feb. 15, 2002; amended July 1, 2010; amended P-_____.)

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1-16-18a. Designated high-cost geographic areas; exceptions; conference lodging.

(a) For official travel to and from, or within, any designated high-cost geographic area ~~identified in subsection (e)~~ in which the traveler is required to sleep away from home, the applicable subsistence allowance rate for that designated high-cost geographic area may be paid. However, reimbursement on this basis shall not be allowable if the area is only an intermediate stopover at which no official duty is performed or if the subsistence expenses incurred relate to relocation, to travel to seek residence quarters, or to travel to report to a new permanent duty station or to temporary quarters.

(b) Reimbursement for travel in designated high-cost geographic areas shall be at the prescribed designated high-cost geographic area rate, unless the agency establishes a reduced rate as provided in K.A.R. 1-16-15. If an out-of-state trip is to two or more destination cities ~~and one of these cities is a designated high-cost geographic area~~ with different subsistence allowance rates, the subsistence allowance rate shall change from the ~~designated high-cost geographic area rate to the regular rate, or from the regular rate to the designated high-cost geographic area rate,~~ subject to and on application of the appropriate meals allowance as determined by the time of arrival at the second destination city.

~~(c) The boundaries of designated high-cost geographic areas shall include all locations within the corporate limits of the cities listed, unless otherwise specified. The designated high-cost geographic areas shall be as follows:~~

- ~~(1) Out-of-state, designated high-cost geographic areas:~~
 - ~~(A) Afton, Oklahoma, including Shangri-La Resort;~~
 - ~~(B) Anchorage, Alaska;~~
 - ~~(C) Aspen, Colorado, including all locations within Pitkin County;~~

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- ~~(D) Atlanta, Georgia;~~
- ~~(E) Atlantic City, New Jersey, including all locations within Atlantic County;~~
- ~~(F) Austin, Texas;~~
- ~~(G) Avon and Beaver Creek, Colorado;~~
- ~~(H) Baltimore, Maryland;~~
- ~~(I) Barrow, Alaska;~~
- ~~(J) Boca Raton, Florida;~~
- ~~(K) Boston, Massachusetts, including all locations within Suffolk County;~~
- ~~(L) Cambridge, Massachusetts;~~
- ~~(M) Carmel, California;~~
- ~~(N) Chicago, Illinois, including all locations within Du Page, Lake, and Cook Counties;~~
- ~~(O) Cleveland, Ohio;~~
- ~~(P) Dallas/Fort Worth, Texas;~~
- ~~(Q) Denver, Colorado;~~
- ~~(R) Edison, New Jersey, including all locations within Middlesex County;~~
- ~~(S) Fairbanks, Alaska;~~
- ~~(T) Fort Myers and Sanibel Island, Florida, including all locations within Lee County;~~
- ~~(U) Hershey, Pennsylvania;~~
- ~~(V) Hilton Head Island, South Carolina, including all locations within Beaufort County;~~
- ~~(W) Honolulu, Oahu, Hawaii, including all locations on the Island of Oahu;~~
- ~~(X) Houston, Texas;~~
- ~~(Y) Indianapolis, Indiana;~~
- ~~(Z) Juneau, Alaska;~~

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- ~~(AA) Kaanapali Beach, Maui, Hawaii;~~
- ~~(BB) Kailau-Kona, Hawaii;~~
- ~~(CC) Kaunakakai, Molokai, Hawaii;~~
- ~~(DD) Keystone, Colorado, including all locations within Summit County;~~
- ~~(EE) King of Prussia, Pennsylvania;~~
- ~~(FF) Kodiak, Alaska;~~
- ~~(GG) Lake Buena Vista, Florida;~~
- ~~(HH) Las Vegas, Nevada;~~
- ~~(II) Los Angeles, California, including all locations within Los Angeles, Kern, Orange, and Ventura Counties;~~
- ~~(JJ) Miami, Florida;~~
- ~~(KK) Minneapolis and St. Paul, Minnesota, including all locations within Hennepin, Ramsey, and Anoka Counties;~~
- ~~(LL) Monterey, California, including all locations within Monterey County;~~
- ~~(MM) Morristown, New Jersey;~~
- ~~(NN) Nashville, Tennessee;~~
- ~~(OO) Newark, New Jersey, including all locations within Bergen, Essex, Hudson, Passaic, and Union Counties;~~
- ~~(PP) New Orleans, Louisiana, including all locations within Jefferson, Orleans, Plaquemines, and St. Bernard Parishes;~~
- ~~(QQ) Newport, Rhode Island, including all locations within Newport County;~~
- ~~(RR) Nome, Alaska;~~

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~~(SS) Oakland, California, including all locations within Alameda, Contra Costa, and Marin Counties;~~

~~(TT) Ocean City, Maryland, including all locations within Worcester County;~~

~~(UU) Philadelphia, Pennsylvania, including all locations within Montgomery and Philadelphia Counties;~~

~~(VV) Phoenix, Arizona;~~

~~(WW) Pittsburgh, Pennsylvania;~~

~~(XX) Portland, Oregon;~~

~~(YY) Princeton, New Jersey, including all locations within Mercer County;~~

~~(ZZ) Salt Lake City, Utah;~~

~~(AAA) San Antonio, Texas;~~

~~(BBB) San Diego, California, including all locations within San Diego County;~~

~~(CCC) San Francisco, California, including all locations within San Francisco County;~~

~~(DDD) San Jose, California, including all locations within Santa Clara County;~~

~~(EEE) San Mateo, California, including all locations within San Mateo County;~~

~~(FFF) Santa Barbara, California, including all locations within Santa Barbara County;~~

~~(GGG) Santa Cruz, California, including all locations within Santa Cruz County;~~

~~(HHH) Seattle, Washington, including all locations within King County;~~

~~(III) South Padre Island, Texas;~~

~~(JJJ) Stamford, Connecticut;~~

~~(KKK) St. Louis, Missouri;~~

~~(LLL) Sun Valley, Idaho, including all locations within Blaine County;~~

~~(MMM) Tampa, Florida;~~

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~~(NNN) Tom's River, New Jersey, including all locations within Ocean County;~~

~~(OOO) Tucson, Arizona;~~

~~(PPP) Vail, Colorado, including all locations within Eagle County;~~

~~(QQQ) Wailea, Maui, Hawaii;~~

~~(RRR) White Plains, New York, including all locations within Westchester County; and~~

~~(SSS) all areas approved as designated high-cost geographic areas pursuant to subsection (d); and~~

~~(2) out-of-state, special-designated high-cost geographic areas:~~

~~(A) 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; and~~

~~(B) New York, New York, including all locations within the counties of Nassau and Suffolk.~~

~~(d) State agencies may request the director of accounts and reports to conduct a study of subsistence costs in any area not identified as a designated high-cost geographic area in subsection (c). The director of accounts and reports may recommend to the secretary of administration that an area be added to the list of designated high-cost geographic areas if the study findings of the area justify this action. If the secretary approves the addition of that area, subsistence payments for travel to the area may be made at the rate for designated high-cost geographic areas.~~

~~(e)(1) If an employee is required or authorized to attend a conference, the agency head or the agency head's designee may approve reimbursement or direct payment of actual lodging expenses. Before the date of travel, the employee shall submit to the agency head or the agency~~

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head's designee 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, and amendments thereto.

(2) The reimbursement or direct payment of actual lodging expenses shall be effective 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.

(3) For purposes of this ~~subsection~~ regulation, the term "conference" shall mean 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.

This regulation shall be effective on and after ~~July 1, 2010~~ January 1, 2016. (Authorized by and implementing K.S.A. ~~2008~~ 2014 Supp. 75-3207a; effective, E-80-10, July 11, 1979; effective May 1, 1980; amended May 1, 1981; amended, E-82-14, July 1, 1981; amended May 1, 1982; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended May 1, 1985; amended, T-87-26, Oct. 1, 1986; amended May 1, 1987; amended, T-89-1, Jan. 7, 1988; amended Oct. 1, 1988; amended July 1, 1990; amended, T-1-1-1-93, Jan. 1, 1993; amended Feb. 22, 1993; amended April 1, 1996; amended July 1, 1998; amended July 1, 1999; amended July 1, 2010; amended P-_____.)

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