

INFORMATIONAL CIRCULAR NO.: 25-A-003

DATE: July 31, 2024
SUBJECT: Travel Handbook Updates
EFFECTIVE DATE: July 1, 2024
CONTACT: Statewide Internal Controls and Compliance OARControls_Compliance@ks.gov
APPROVAL: *Nancy Ruoff (original signature on file)*
SUMMARY: **Travel Handbook Updates**

Effective July 1, 2024, an updated version of the State of Kansas Employee Travel Expense Reimbursement Handbook is available here – [Employee Travel Expense Reimbursement Handbook](#)

The following sections in the Travel Handbook reflect recent updates and clarifications. Agencies are required to follow the most recent version of the Travel Handbook when processing travel requests and reimbursements.

Travel Handbook Updates:

- Section 1103 Definitions and Descriptions** – State Funds, Official Station
- Section 2102 Personal Travel combined with State Business** – New travel handbook section
- Section 2200 Personal Funds to be used for Travel** – Updated language
- Section 2400 Employee Official Station** – New travel handbook section
- Section 3003 Most Economical or Advantageous Mode of Transportation** – Updated language
- Section 3005 Travel Expense Reimbursement for Volunteers/Board Members** – New travel handbook section
- Section 3201 Reimbursable Expenses in Using a State-owned or Leased Vehicle** – Added car wash as an authorized expense
- Section 3300 Travel by Public Transportation** – Updated language
- Section 3302 Refunds for Fully or Partially Cancelled Transportation Tickets** – Updated language
- Section 4301 Reduced Meals and Incidental Expense** – Updated language

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