

TRAVEL TIPS for Traveling with Elected Officials or on an Official Trip

This summary is meant as a reference guide to basic travel questions for Elected Officials or Staff accompanying officials on Official Travel.

Section 4307 (page 22) State Officers and Employees Exempted from Travel-related Compensation and Allowance Limitations - [Employee Travel Expense Reimbursement Handbook](#)

The following state officers and employees are exempted from the travel-related compensation and allowance limitations specified in K.S.A. 75-3201 et seq.:

- Exempt state officers and employees
- The Governor
- Any member of the legislature
- Any officer or employee of the legislative branch including the office of Revisor of Statutes or Legislative Research Department
- any officer or member of the Interstate Cooperation Commission
- any justice of the Supreme Court
- any judge of the Court of Appeals
- the Judicial Administrator
- Clerk of the Supreme Court
- any member of the State Board of Law Examiners
- any member of the Commission on Judicial Qualifications
- any judge of the District Court
- any elective state officers
- any appointed state officer or employee when such appointive officer or employee is required by an elected state officer to accompany such elected state officer on an official trip or any designated employee of the governor while representing the governor at an out-of-state official function

TRAVEL TIPS

1. **Keep all receipts while on official Travel Status – Meals (B/L/D), Lodging, Tolls, Parking, Cab/Shuttle/Uber, Car Rental, etc.**
2. **Check CONUS Rates for location of official function - [GSA Travel Resources Per Diem Look-up](#)**
3. **Utilize Travel Purchase cards for travel expenses -[State of Kansas Travel Card Program](#)**
4. **Approval of Official Travel – Travel Handbook – Section 2101 – Page 5-6 - [DA-115 Agency Authorized Officials & Approved Out of State form](#)**
5. **Travel & Expense Reports should be submitted and recorded monthly - [DA-121 Travel Expense Detail Form](#)**
6. **Travel Advances for subsistence can be utilized for employees anticipated travel expenses if agency head authorization is obtained for exceptional circumstances – Travel Handbook - Section 2200 - Page 6-7 [Employee Travel Expense Reimbursement Handbook](#)**
7. **SMART Expense Job Aids - [Job Aids Link](#)**
8. **State Employees Travel Center - [Travel Center Link](#)**