**SUBJECT**

Authorized Agency Officials and Approved Out-of-State Travel Locations/Areas

**PURPOSE**

To provide instructions for the preparation and use of Form DA-115, Authorized Agency Officials and Approved Out-of-State Travel Locations/Areas.

# AUTHORITATIVE REFERENCE

K.S.A. 75-3728 K.S.A. 75-3208

# GENERAL INFORMATION

Form DA-115, Authorized Agency Officials and Approved Out-of-State Travel Locations/Areas, is used by the Agency Head for three purposes:

1. The DA-115 is used to designate the person or persons occupying the positions of:

* Agency Head
* Chief Financial Officer
* SMART Security Liaison

1. The DA-115 is used to designate who can approve:

* Lodging up to 50% Above Established Lodging Rates
* Lodging at Conference Rates
* Out-of-State Travel
* Mileage Rates
* Designate whether approval is through SMART workflow, or outside SMART

1. The DA-115 is used to document an alternative method for agency out-of-state travel approval. See Agency Out-of-State Travel – Alternative Method explained below.

In the event the Agency Head temporarily allows an individual to act in their place (i.e. for an extended absence), the “Effective Date” field should contain the appropriate range of dates to which the designation applies. The word “Acting” should be added after “Agency Head” under “POSITION” for this temporary designation. The incumbent Agency Head should sign and date at the bottom of the form.

Agency Out-of-State Travel – Best Practice:

Under the provisions of K.S.A. 75-3208 written out-of-state travel approval by the agency head or agency head designee on a trip-by-trip basis is considered best practice. See the Out-of-State Approval Requirement – Approval Method found in Policy Manual (PM) 3,817.

Agency Out-of-State Travel – Alternative Method:

An agency head may choose to adopt an internal policy to pre-approve travel to certain out-of-state locations or areas as an alternative. If an agency head chooses this alternative, the agency policy must be formalized and documented on the DA-115. The agency policy is not effective until the DA-115 is completed, submitted, and received by the Department of Administration (DofA). The DofA will not require trip-specific out-of-state travel approval documentation for locations/areas identified on the DA-115.

As in internal control review, agency internal policies established under this alternative method and documented on the DA-115 will be reviewed against actual travel locations.

The DA-115 documents agency choices regarding authorizations, delegation of responsibilities, segregation of duties within the agency, and internal policy (if chosen) for out-of-state travel approval. The DA-115 is used during agency audits conducted by the Audit Services Team of the Office of Accounts and Reports to provide assurance that these established internal controls are followed.

**PROCEDURES**

As documentation of important ongoing internal controls, a new DA-115 must be completed and submitted to the DofA each time there is a change in the Agency Head, other listed officials or their approval authorities, and approved out-of-state travel locations/areas. Each form submitted (except for the temporary Agency Head referenced above) replaces in total the previous form.

The Agency Head must hand sign and date the bottom of the form. The use of electronic signature or signature stamp is not acceptable. If the agency is governed by a board or commission, the Agency Head is considered to be the chairperson.

The completed DA-115 should be forwarded to the Audit Services Team, Office of Accounts and Reports. The form can be submitted using one of the following three options:

* Fax: (785) 291-3399
* Email: [ARPreaudit@ks.gov](mailto:ARPreaudit@ks.gov)
* Mail: Department of Administration

Office of Accounts and Reports

Audit Services Team

Eisenhower State Office Bldg., Suite 300

700 S.W. Harrison St.

Topeka, KS 66603

**USEFUL RESOURCES**

All of the resources below can be found on the [Policy Manual | Kansas Department of Administration (ks.gov)](https://admin.ks.gov/offices/accounts-reports/state-agencies/finance/policy-manual) website.

DA-115 - Authorized Agency Officials and Approved Out-of-State Travel Locations/Areas

PM 3,817 - Agency Travel Approval-Lodging Reimbursement Rates and Out-of-State Travel

**CONTACT SOURCES**

Questions regarding this process should be directed to:

Department of Administration

Office of Accounts and Reports

[Audit Services Team](https://admin.ks.gov/offices/oar/directory) (Email: [ARPreaudit@ks.gov](mailto:arpreaudit@ks.gov))