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.da.ks.gov/ar/employee/travel/travbk.htm

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.

TRANSPORTATION EXPENSES

Mileage reimbursement

Motorcycles	$ .305/mile
Automobiles	$ .505/mile
Planes	$1.07/mile

Mileage allowed within Kansas for motorcycles and automobiles 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). An acceptable site for verifying the air mileage is http://www.indo.com/distance/

Airfare

Airline tickets for travel within the United States may be purchased using the agency's Business Travel Account (BTA) or an appropriate cardless Business Procurement Card (BPC) and in accordance with the agency's travel policy. In addition, airfare can also be charged to an employee's personal credit card. If airfare is charged to a traveler's personal credit card, the traveler will NOT be reimbursed for that airfare prior to the completion of the related travel. As travelers are making reservations through ticket outlets other than the State Travel Center, they need to be aware that air carriers have varying policies regarding the presentation of the actual credit card used to purchase airfare at the airport. 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. Reservations for in-state car rental should be made with Enterprise and charged to the agency's BTA or an appropriate cardless BPC. 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.

Information on insurance can be found at http://www.da.ks.gov/fm/cmp/information/transition/insurance/.

Information on accident reporting can be found at http://www.da.ks.gov/fm/cmp/information/transition/accidents/.

SUBSISTENCE EXPENSE

Meal Expense Reimbursement

Quarter Day Determination:

Qtr I	12:01 A.M. - 6:00 A.M
Qtr II	6:01 A.M. - 12:00 Noon
Qtr III	12:01 P.M. - 6:00 P.M.
Qtr IV	6:01 P.M. - 12:00 Midnight

No meal allowance is allowed for the quarter in which the employee returns to the official station or domicile.

Meal Allowance Rate per quarter day (includes all tips associated with meals):

In-state, and border city travel	$ 9.00
Out-of-state	9.00
Out-of-state, high cost area	10.25
Out-of-state, special high cost	12.50
International	13.25

or actual expenses not to exceed $87/day

Reduced Meal Allowance for meals provided at no cost to the employee:

	Breakfast	Lunch	Dinner
In-state	$ 8.50	$ 9.50	$ 18.00
Out-of-state	8.50	9.50	18.00
Out-of-state (high)	9.75	10.75	20.50
Out-of-state special high cost	12.00	13.00	25.00
International	12.75	13.75	26.50

Meal reimbursement for same-day travel may be authorized by the agency in limited situations at the reduced meal allowance rates. See Paragraph 4100(E) of the Travel Handbook for detailed guidelines.

Lodging

Maximum lodging allowed including tips (traveler is reimbursed for single occupancy only). Taxes associated with lodging shall be reimbursed in addition to the established maximum allowance:

In-state, and border city travel	$ 75.00
Out-of-state	95.00
Out-of-state, high cost area	139.00
Out-of-state, special high cost	154.00
Conference Lodging qualified under K.A.R. 1-16-18a(e) *	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 in accordance with the guidelines established by the employee's agency.

*Actual conference lodging may be paid without limit if approved by the appropriate agency official.

State agencies may pay lodging expenses directly to lodging establishments via either a warrant or an appropriate cardless BPC.

MISCELLANEOUS

Receipts are not required (except as required by the paying agency) for taxi fare, shuttles, turnpike receipts, and unattended parking meters

OUT-OF-STATE HIGH-COST AREAS

Afton, OK, including Shangri-La Resort
Anchorage, AK
Aspen, CO
Atlanta, GA
Atlantic City, NJ
Austin, TX
Avon and Beaver Creek, CO
Baltimore, MD
Barrow, AK
Boca Raton, FL
Boston, MA
Cambridge, MA
Carmel, CA
Chicago, IL
Cleveland, OH
Dallas/Fort Worth, TX
Denver, CO
Edison, NJ
Fairbanks, AK
Fort Meyers and Sanibel Island, FL
Hershey, PA
Hilton Head Island, SC
Honolulu, Oahu, HI
Houston, TX
Indianapolis, IN
Juneau, AK
Kaanapali Beach, Maui, HI
Kailau-Kona, HI
Kaunakakai, Molokai, HI
Keystone, CO
King of Prussia, PA
Kodiak, AK
Lake Buena Vista, FL
Los Angeles, CA
Las Vegas, NV
Miami, FL
Minneapolis and St. Paul, MN
Monterey, CA
Morristown, NJ
Nashville, TN
Newark, NJ
New Orleans, LA
Newport, RI
Nome, AK
Oakland, CA
Ocean City, MD
Philadelphia, PA
Phoenix, AZ
Pittsburgh, PA
Portland, OR
Princeton, NJ
Salt Lake City, UT
San Antonio, TX
San Diego, CA
San Francisco, CA
San Jose, CA
San Mateo, CA
Santa Barbara, CA
Santa Cruz, CA
Seattle, WA
South Padre Island, TX
Stamford, CT
St. Louis, MO
Sun Valley, ID
Tampa, FL
Tom's River, NJ
Tuscon, AZ
Vail, CO
Wailea, Maui, HI
White Plains, NY

SPECIAL HIGH-COST GEOGRAPHIC AREAS

New York, NY

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

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

STATE OF KANSAS

Department of Administration

Division of Accounts and Reports

EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT SUMMARY

Revised July 1, 2008

KATHLEEN SEBELIUS
Governor

DUANE GOOSSEN
Secretary of Administration

KENT E. OLSON
Director of Accounts and Reports