

IN-STATE HIGH-COST AREAS

Hutchinson (beginning one day prior to the opening of and ending one day following the closing of the Kansas State Fair)

Kansas City
Manhattan
Topeka
Wichita

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
Miami, FL

Minneapolis and St. Paul, MN

Monterey, CA
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 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 Loudon in Virginia, and the counties of Montgomery and Prince Georges in MD

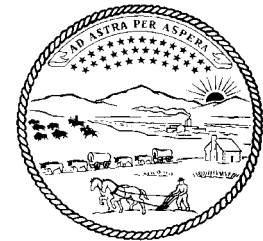
Note: Specific questions regarding travel should be directed to your agency's business office.

STATE OF KANSAS

Department of Administration

Division of Accounts and Reports

EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT SUMMARY



Effective July 1, 1998

BILL GRAVES
Governor

DAN STANLEY
Secretary of Administration

SHIRLEY A. MOSES
Director of Accounts and Reports

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:

www.ink.org/public/da/ar/employee/travel/travbk.html

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 | 16¢/mile |
| Central Motor Pool Rate* | 18¢/mile |
| Automobiles | 32¢/mile |
| Planes | 44¢/mile |
| Specially Equipped Vehicles | 44¢/mile |

*Any state employee choosing to use a privately owned automobile when a state-owned or leased vehicle is available for use shall be reimbursed at the Central Motor Pool rate for compact cars (currently \$.18/mile). Exceptions to this rule can be found in paragraph 3100(B) of the Travel Handbook.

Mileage allowed within Kansas is based on the most direct route as listed on the Kansas Department of Transportation distance chart.

Airfare

Airline tickets for travel within the United States should be purchased through the State Travel Center using an American Express Business Travel Account. However, 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.

Airline tickets for international travel are not required to be made through the State Travel Center and the use of American Express Business Travel Accounts is not required.

Car Rental

Car rental reservations outside of Kansas and within the United States must be made through the State Travel Center. Employees are reimbursed for the rental of a special conveyance by submitting the official receipt, itinerary from the State Travel Center (for car rental), and justification (if required by the agency) 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.

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:

| | |
|---|---------|
| In-state, and border city travel | \$ 7.00 |
| In-state, high cost area & border | 7.25 |
| Out-of-state | 7.25 |
| Out-of-state, high cost area | 7.50 |
| Out-of-state, special high cost | 10.50 |
| International | 10.50 |
| or actual expenses not to exceed \$76/day | |

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

| | Break-fast | Lunch | Dinner |
|--------------------------------|------------|---------|----------|
| In-state | \$ 6.50 | \$ 7.50 | \$ 14.00 |
| In-state (high) | 7.00 | 8.00 | 14.00 |
| Out-of-state | 7.00 | 8.00 | 14.00 |
| Out-of-state (high) | 7.00 | 8.00 | 15.00 |
| Out-of-state special high cost | 10.00 | 11.00 | 21.00 |
| International | 10.00 | 11.00 | 21.00 |

Maximum lodging allowed including tips, excluding taxes (traveler is reimbursed for single occupancy only):

| | |
|-----------------------------------|----------|
| In-state, and border city travel | \$ 54.00 |
| In-state, high cost area & border | 68.00 |
| Out-of-state | 81.00 |
| Out-of-state, high cost area | 118.00 |
| Out-of-state, special high cost | 129.00 |
| Conference Lodging w/DA28* | 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 employees' agency.

*Actual conference lodging may be paid without limit if a DA-28 "Request for Actual Conference Lodging" is properly approved and submitted.

MISCELLANEOUS

Receipts are not required (except as required by the paying agency) for taxi fare, shuttles, or turnpike receipts .