



KDADS employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the agency. A completed KDADS Request for Out of State Travel and/or Training KDADS-1 form, including the Secretary's approval, is required prior to any out-of-state travel. In-state travel requires a Request for Out of State Travel and/or Training KDADS-1 form when there are any payments or reimbursements to be authorized.

**Applicable Laws:** When you travel on state business you must abide by all applicable federal, state, city and county laws and regulations.

**Employee Travel Expense Reimbursement Handbook:** You are also responsible to comply with the most recent provisions contained in the Department of Administration Employee Travel Expense Reimbursement Handbook, the provisions of which are incorporated in this policy by reference.

**State and Private Vehicle:** If you use a state vehicle you must also be aware of the information contained in the vehicle's operator manual which is located in each state car.

**Reminder:** When a state vehicle is not available, mileage reimbursement for a privately owned vehicle shall be at the current privately owned vehicle rate.

For private vehicles you are reimbursed for miles driven for state official business. Private vehicle reimbursement is considered to cover all costs associated with the use of the privately owned vehicles. The Wright Express card is used for state and rental vehicles only. For further details see the most recent Department of Administration Employee Travel Expense Reimbursement Handbook. Paragraph 3100 (A).

**Reimbursement:** To receive reimbursement for allowable travel expenses, you must properly complete an expense report in Statewide Management, Accounting and Reporting Tool (SMART), attach all receipts and supporting documentation, including supervisory approval and submit to the Travel Expense Coordinator in Accounting within 15 days of travel return. The supervisor's approval is limited to the approval of the employee's travel and overall reasonableness of the completed form.

Information regarding allowable expenses is detailed in the Handbook. Persons submitting either incomplete or incorrect reports will not be reimbursed and the report will be returned to the supervisor for proper completion. Upon approval of the Secretary, an employee may be reimbursed at the private vehicle mileage rate for certain situations. Contact your supervisor for more information.

The Secretary has authorized the payment of one meal per day for single day travel situations where an employee incurs out-of-pocket expenses when the employee is required to travel on official state business, and the employee's workday, including travel time, is extended three hours or more beyond the employee's regularly scheduled work day; or when an employee is required to attend a conference or a meeting as an official guest or participant and a meal is served during the required attendance time. The SMART expense report that is submitted for reimbursement must include the following information: date, departure time, arrival time, destination, meal (the amount of the meal requested), the purpose of the travel. In addition to the purpose of travel, the employee should list the meal being reimbursed (e.g. lunch) and the employee's scheduled work hours for the day, (e.g. 8AM-5PM).

**Additional Requirements:** In addition to those requirements contained in the Handbook, the following shall apply:

- All air travel must be made through the State Travel Center;
- All out-of-state and/or overnight travel arrangements must be made by the designated representative assigned to each commission. Accounting maintains a list of those assigned in each commission.
- In-state lodging will not be reimbursed for any amount over the daily lodging expense limitations listed in the Handbook unless the Secretary approves a higher rate.

**Conference Attendance:** When prepayment of a conference/seminar registration fee or a purchase order is required by the vendor, an employee may submit the complete registration form and an approved Request for Out of State Travel and/or Training KDADS-1 form with a memo asking the Accounting Services Unit to handle the registration for the conference or training session. Accounting Services Unit should receive this request as soon as possible prior to the date of the conference or training session in order to ensure proper registration. It is the employee's responsibility to assure the conference sponsors have received registration and payment. To ensure direct billing from a conference hotel, please submit the Request for Out of State Travel and/or Training KDADS-1 form to Accounting 15 days prior to plan lodging.

**Direct Billing:** Employees must stay at hotels with which KDADS has established a direct billing arrangement and utilize the payment method approved by KDADS' Director of Accounting. To make other arrangements, prior written approval must be received from KDADS' Director of Accounting. A list of Direct Bill Lodging Establishments is available on the KDADS Intranet under the travel section. When using a direct bill establishment, the employee must complete a KDADS Employee Documentation for Direct Bill Lodging 811 form and submit it to the Accounting Services Unit within 48 hours after travel is finished. This form provides documentation needed by accounting to verify the accuracy of the lodging establishment's bill. Only lodging expenses may be direct billed at a rate approved by Department of Administration. KDADS will not pay for or reimburse expenses including, but not limited to: smoking fees, room movie rentals, and room snacks. The employee is responsible for paying the lodging establishment for any other fees or costs incurred during his/her stay at time of checkout above and beyond the state allowable daily rate. Reimbursements are processed in the order they are received. For unapproved payments on any non-state credit card, KDADS is not responsible for any costs including, but not limited to: fees, state taxes, or rates exceeding KDADS' approved hotel rates.

*Reference: K.S.A 75-3207a; K.A.R. 1-16-18*