



You are also responsible to comply with the provisions contained in the most up to date Department of Administration Employee Travel Expense Reimbursement Handbook (“Handbook”), the provisions of which are incorporated in this policy by reference. The Handbook is on the web at:

<http://www.da.ks.gov/ar/employee/travel/travbkSMART12.htm>

An employee should secure the most economical rental vehicle that adequately fulfills the need of the traveler. (See table below for average vehicle capacity.)

<b>Car Size</b>	<b>Avg. Seating Capacity</b>	<b>Avg. Luggage Capacity</b>
Full-size	5-6	15.6 cu. ft. - 6 pieces
Mid-size	5	13.5 cu. ft. - 4 pieces
Compact	4-5	13.0 cu. ft. - 4 pieces
Economy	4	10.2 cu. ft. - 3-4 pieces
Mini-Van	7	8 pieces

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

All out-of-state travel must be pre-approved by the Secretary and processed by the Travel Reservation Clerk in your commission; The Travel Reservation Clerk must make all air travel and rental vehicle arrangements with the State Travel Center.

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.

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

Any passengers must also be on official state business. K.A.R. 1-17-1 defines state business as . . . the pursuit of a goal, obligation, function, or duty imposed upon or performed by a state officer or employee (as) required by state employment. Commuting between an employee’s residence and official workstation in state vehicles should be strictly limited and requires prior supervisory approval for those rare instances in which there is a clearly demonstrated, legitimate business need.

While using a vehicle for state business, you are responsible to understand and abide by all applicable laws. You are also responsible for understanding the information in the most up to date Handbook, available on the Internet at: <http://www.da.ks.gov/ar/employee/travel/travbkSMART12.htm> prepared by the Division of Accounts and Reports. Employees are responsible for operating vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using personal cellular phones while operating such vehicles and equipment.

*References:* K.A.R. 1-17-1, Department of Administration Employee Travel Expense Reimbursement Handbook, see also KDADS Employee Policy section 7 for additional information