



A Proxy is an employee who has been given limited authority by their Leadership team member to enter the Leadership team member's travel expenditures on his/her behalf. A Leadership team member is limited to: the Secretary, Commissioners, and Chief Counsel. A Proxy is authorized only to enter travel expenses into SMART, not to approve travel expenses. KDADS limits proxy privileges to Leadership team members. A Leadership team member may grant permission to one employee within his/her commission by completing the KDADS Proxy Form on KDADS' intranet site. To request a delegating proxy the requesting Leadership team member must have completed the mandatory SMART travel and expense training modules required to log in and enter travel and expense reports. In addition, the Proxy must have completed the same required training. When a Leadership team member requests their Proxy to enter their travel he/she must give the Proxy in writing all detailed information required to complete the KDADS' Travel Expense Report in SMART. The Proxy is required to retain their Leadership team member's written information for two years. The proxy will send the information and the Travel Expense Report to the Accounting Specialist. If an employee is not a Leadership team member and is not a designated proxy, FISC may reject a submission for travel expenses when information is entered for another employee.