



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ ADULT Operations Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 04-118D

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FISCAL: Employee Travel

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Approved By: 

, Secretary

Next Scheduled Review: 11/2024

POLICY

Employee travel is to be authorized as necessary to conduct official business and to fulfill or support the Department's mission, responsibilities, and purpose.

Appointing authorities are to be responsible for ensuring that travel of employees within their unit of operation is necessary, contributes to the fulfillment of the Department's mission, and is financially possible within the resources of the current fiscal year. Employees who attend conferences and meetings are to be required to share information received with other employees as appropriate upon return.

All approvals and scheduling are to take advantage of savings possible through early/advanced reservations and registration, group travel, most reasonable but appropriate accommodations, and other efficiency measures.

DEFINITIONS

Appointing Authority: As defined in IMPP 02-109D, any person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the State service pursuant to K.A.R. 1-2-9. Anytime this term is used in this IMPP, it can be read as referring to the "appointing authority or designee".

Professional Development: Includes attendance at professional meetings, conferences, seminars, etc., that have a direct or potential benefit to the State and/or the Department of Corrections.

SMART: Statewide Management Accounting and Reporting Tool.

Travel Expense Proxy: An individual who will enter travel authorizations and expense reports into SMART on behalf of a traveler. For purposes of this IMPP, a travel expense proxy includes traveling employees with the ability to enter and submit their own travel authorizations and expense reports in SMART.

PROCEDURES

I. Travel Authorizations

- A. Except as set forth in Section VII. below, a travel authorization is to be submitted and approved for any travel in which the agency will incur expenditures beyond the cost of fuel for state vehicles, including but not limited to conferences, training, private vehicle mileage, rental vehicles, lodging, and incidental costs.
 - 1. Requests for travel and training are to be submitted at least five (5) business days prior to the date of travel whenever possible.

2. Requests for travel are to be submitted on the Travel Authorization Request form located on the KDOC Intranet under Fiscal Services and submitted to the appropriate department supervisor for approval. All supporting documentation, such as conference agendas, is to be attached to the Travel Authorization Request form. The form is to include:
 - a. Estimated departure and return times;
 - b. Mode of transportation (state vehicle, rental, privately owned vehicle, aircraft, etc.);
 - c. Meals that are expected to be claimed and any meals that will be provided; and
 - d. Any special circumstances or situations that the approvers should be aware of (e.g., staying overnight with relatives, departing from residence instead of duty station, traveling with another employee, etc.).
3. Upon approval, the traveling employee is to submit the Travel Authorization Request form to his/her Travel Expense Proxy, who will create a Travel Authorization in SMART.
 - a. A copy of the signed Travel Authorization Request form must be attached to the travel authorization in SMART.
 - b. The Travel Expense Proxy must ensure that all information included in the Travel Authorization Request form is included in the SMART travel authorization.
 - c. Incomplete travel authorizations will be returned to the Travel Expense Proxy for additional information and/or corrections.
4. Travel authorizations must be approved in SMART before the travel occurs.
 - a. When emergency travel is required and obtaining prior approval is not feasible, the traveling employee is to notify Fiscal Services as soon as possible.
5. Out-of-state travel must be approved by the employee's supervisor and the Secretary of Corrections prior to making any travel arrangements and reservations.
 - a. Out-of-state travel requests will not be approved without a Travel Authorization Request form which has been signed by the Secretary of Corrections, unless the Secretary has previously signed a blanket out-of-state approval for certain staff to travel to a specific location.
6. Travel authorizations are required whenever any transaction in SMART occurs, to include partial or full reimbursement by an outside organization. An exception to this is for online registration fees that do not require travel (i.e., online conferences). Instead, the online conference attendee shall submit a requisition through their department for payment of fees.
7. Travel authorizations are not required if an outside organization will directly finance the entire cost of the trip.

II. Expense Reports

- A. Upon completion of the travel, the traveler is to submit the Travel Verification form, located on the KDOC Intranet under Fiscal Services to account for any changes in the trip from what was estimated in the travel authorization.
 1. Changes can include but are not limited to, changes in departure and return times, meals provided, and incidental charges.
 2. The Travel Expense Proxy is to copy the SMART travel authorization into the expense report, make any necessary adjustments using the Travel Verification form, complete the expense report in SMART, and print a copy of the completed expense report. All expenses

related to the trip are to be included on the expense report regardless of whether the Department reimburses the employee or pays a third party.

- a. The traveler is to sign the expense report or Travel Verification Form, and submit it to Fiscal Services with all supporting documentation and receipts.
- b. The signed expense reports or Travel Verification form and supporting documentation must be attached in SMART to receive Fiscal Services approval. Incomplete submissions will be returned to the travel proxy for correction.
- c. If the KDOC Travel Verification form is not available due to degradation of the intranet, travelers may utilize and submit the DA Form 121 as an alternative and attach to the expense report in SMART.

III. Transportation

- A. Staff traveling to the same location on state business, to the maximum extent possible, are to carpool in order to reduce travel costs.
- B. State vehicles are to be used whenever they are available and practical. In the event a state vehicle is not available or is not practical, travelers are to rent a vehicle. Privately-owned vehicles are to only be used when state and rental vehicles are not available or when use of a privately-owned vehicle is in the best interest of the state.
- C. State Vehicles
 1. State vehicles are to be utilized for official state business only.
 2. Any suspected use of a state vehicle for personal use may be investigated and may result in disciplinary action.
 3. State vehicles are to be returned to the assigned parking spot upon the completion of the employee's trip. Under no circumstance is a state vehicle be taken to an employee's residence, with the following exception:
 - a. Employees who return to their duty location late at night may take a state vehicle home. In such circumstances the vehicle must be returned the next calendar day prior to the next scheduled use.
- D. Rental Vehicles
 1. Rental vehicles are to be used whenever a state vehicle is not available.
 - a. All employees with a duty location in the Central Office are to follow the procedures and use the Fiscal Services folder on the KDOC Intranet to notify Fiscal Services as soon as possible, and at least 24 hours in advance of their intent to reserve a rental vehicle.
 - (1) If notification is not provided to Fiscal Services at least 24 hours in advance, a rental car may not be available due to the needs of the rental company.
 - b. Fiscal Services staff are to make the reservation with the rental company.
 - (1) Travelers are to notify Fiscal Services if their vehicle reservation needs to be cancelled. Fiscal Services will then cancel the reservation with the vendor.
 - c. Employees whose duty station is outside Central Office are to follow the rental vehicle procedures posted on the Fiscal Service Intranet page, but may make their own reservation.

- (1) Travelers who make their own reservations are responsible for cancelling their reservation with the vendor and notify the Procurement Officer in Fiscal Services.
 2. Rental vehicles are to be utilized for official state business only. Any suspected use of a rental vehicle for personal use may be investigated and may result in disciplinary action.
 3. Travelers are to utilize compact or intermediate size vehicle, and unless there is a justified reason to rent a larger vehicle, this is to be the size reserved.
- E. Vehicle Daily Logs, P-Card Logs, and Rental Logs
1. When utilizing a state vehicle, travelers must maintain a Vehicle Daily Log and P-Card Log. When utilizing a rental vehicle, travelers must maintain a Rental Log. Procedures for both circumstances are posted on the Fiscal Services folder on the KDOC Intranet.
 2. The traveling employee is responsible for submitting receipts (gasoline, credit card, rental agreements, repairs, etc.) for state or rental vehicles to Fiscal Services.
 3. The traveling employee is responsible for ensuring that all charges are accurate.
 4. Employees must use the Wright Express Cards as the primary card when purchasing fuel for a state or rental vehicle. P-Cards are to be used only when the vendor from whom the fuel is purchased does not accept a Wright Express Card. To the maximum extent possible, fuel is to be purchased from vendors who accept a Wright Express Card.
 5. The Wright Express Card requires the employee to use the Personal Identification Number (PIN) that he/she received from Fiscal Services. Employees are not to share their PIN with other employees.
 6. Under no circumstances is another agency's credit card be utilized to fuel or provide maintenance to a rental or state vehicle assigned to Central Office, reentry or any of the parole offices.
 7. Employees utilizing a state vehicle assigned to Central Office may utilize a Wright Express Card at the self-service facility located at 4th Street and Van Buren.
- F. Privately-Owned Vehicles
1. Employees are to use their privately owned vehicles for state business only when a state or rental vehicle is not available.
 - a. Mileage on privately owned vehicles used when a state or rental vehicle (where applicable) was available will be reimbursed at a rate equivalent to the cost the agency incurs to operate a state vehicle.
 - b. Reimbursement for private mileage at the rate established by the Secretary of Administration may be granted when use of the privately owned vehicle is due to an emergency situation or in extenuating circumstances as approved by Fiscal Services.
 - c. Fiscal Services staff are to calculate the cost to operate a state vehicle annually. The KDOC reimbursement rate is to be posted to the Fiscal Services page on the KDOC Intranet.
 2. Reimbursement for use of a privately-owned vehicle is to be based upon the Kansas Distance Chart prepared by the Kansas Department of Transportation. An odometer reading may not to be used to determine mileage. This chart is available in the Fiscal Services section on the DOC Intranet.

- a. If a city is not included on this chart, the web-based verification tool available from AAA is to be used. A copy of the results from the verification tool is to be attached to the expense report.
 - b. Reimbursement for vicinity miles traveled during official state business within or in the area of the location traveled is to be allowed when reasonable and notated separately on the Travel Verification form.
- G. Employees are not to be reimbursed for parking violations or moving violations incurred in a state, rental or private vehicle.

IV. Lodging

- A. Employees attending conferences or traveling on routine official state business are to take measures to ensure that the lodging expenses incurred do not exceed the allowable expense limitations established by the Department of Administration.
- B. Arrangements for the direct billing of lodging expenses have been made with lodging establishments located in the frequently traveled cities throughout the state. A list of these establishments can be found in the Fiscal Services Folder on the KDOC Intranet.
 - 1. The traveling employee is responsible for paying for all destinations and lodging expenses if he/she stays at an establishment that is not on the list. The traveling employee is not required to stay at a direct bill establishment.
 - 2. When direct bill is not used, the employee is to be responsible for all charges and will be reimbursed the lodging rate established by the Secretary of Administration and any other allowable lodging expenses as outlined in the Employee Travel Expense Reimbursement Handbook upon submission of an expense report.
 - a. Employees may apply for a business travel card that is available through the state. This allows employees to charge amounts incurred during travel and submit an expense report for reimbursement. The credit card is the personal responsibility of the employee to whom the card was issued. Additional information on the State of Kansas Business Travel Card Program can be found at <http://www.da.ks.gov/purch/Pcard/BTCfaq.htm>. The Travel Card Application Form is located under the section "How do I Apply for a Travel Card."
 - 3. When making lodging arrangements, the traveling employee is to:
 - a. Ask for the state government room rate, not the government room rate.
 - b. Verify that the rate being charged does not exceed the maximum allowable state rate identified in the Employee Travel Expense Reimbursement Handbook. If the rate exceeds the amount that the state can pay, then the traveling employee is to stay elsewhere or pay the difference.
 - (1) Exceptions to the maximum lodging rates may be granted by Fiscal Services when the employee is attending a conference, meeting, training, or returning a parole violator to the state and the lodging rate exceeds the maximum allowable rate.
 - c. Lodging establishments may change their rates during the fiscal year or the state lodging rate may decrease. As a result, there may be isolated instances in which a lodging establishment included on the direct-bill list will no longer accept the state government room rate. If this occurs, the traveling employee is to contact Fiscal Services, and this establishment will be removed from the direct-bill list.

- d. Indicate that the room charges are Kansas sales tax exempt (in the case of a direct bill transaction).
 - e. Specifically identify the appropriate agency to be billed for the charges when staying at a direct bill establishment.
- 4. Prior to or at the time of check-out, the traveling employee is to pay all charges for meals, room service, personal telephone calls, movies, laundry, and any other miscellaneous personal charges. These charges cannot be direct billed, nor can the traveler be reimbursed for these costs.
 - 5. At check-out, the traveling employee is to ask for a receipt to ensure that he/she was charged the state rate and that, in the case of a direct bill transaction, state sales tax was not charged. It is the traveling employee's responsibility to review the final bill prior to leaving the lodging establishment to ensure that the receipt is accurate. The lodging receipt must be submitted to Fiscal Services with the expense report.
 - 6. If there are special circumstances that justify an exemption from having to pay the additional amount, a memorandum justifying the reason for exceeding the state rate and signed by the traveler and his/her supervisor is to be attached to the expense report. However, exceeding the state rate is to be an isolated occurrence and is not to become a pattern for individual travelers.
 - 7. Travelers are responsible for cancelling reservations with the lodging establishment.

V. Subsistence

- A. Meal reimbursements are to be based on the rates established by the Secretary of Administration and made in accordance with the Employee Travel Expense Reimbursement Handbook.
- B. Meal allowances are to be reduced for each meal provided to an employee if the cost of the meal(s) is included in the nightly room (lodging) rate, cost of a registration fee or other fees or charges paid by the department or supplied without cost by another party. Provided meals include hot complimentary breakfasts available at lodging establishments, excluding light continental breakfasts.
- C. Meal reimbursements are to only be provided when a trip entails an overnight stay.

VI. Miscellaneous Expenses

- A. If registration is required for attendance at a conference, the registration must be included on the travel authorization and the registration form must be completed and submitted to the Fiscal Services section for processing.
- B. Section 5000 of the Employee Travel Expense Reimbursement Handbook covers miscellaneous expenses.

VII. Resident and/or Parole Violator Transportation Escort Requests

- A. Procedures outlined in Section I.A. above are not to apply to the out-of-state transportation of residents or parole violators.
- B. Procedures for the approval of out-of-state travel involving resident transportation may be established by General Orders.
- C. Requests for out-of-state travel that involve the transportation of residents or parole violators must be approved by the Warden/Superintendent of the facility.

VIII. Correctional Facilities

- A. Correctional facilities may develop and follow more specific guidelines for their travel approval and reimbursement process. This may be via General Order or other standard operating procedure.
 - 1. Facility staff whose travel will be reimbursed by Central Office are to follow the process outlined in this IMPP.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or offenders, or an independent duty owed by the Department of Corrections to employees, residents, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS

None.

REFERENCES

K.A.R. 1-2-9

IMPP 02-109D

Kansas Department of Administration, Information Circular 02-A-009 and 10-A-017.

Kansas Department of Administration, Employee Travel Expense Reimbursement Handbook

Statewide contracts on Vehicle Rental Service – Primary Vendor and Backup Vendor

HISTORY

11-06-14 Original

09-21-21 Revision 1

12-22-22 Revision 2

ATTACHMENTS

None.