
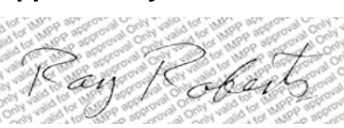


KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 04-118D	PAGE NUMBER 1 of 7
		SUBJECT: FISCAL: Employee Travel	
Approved By:  Secretary of Corrections		Original Date Issued: 11-06-14	
		Replaces Version Issued: N/A	
		CURRENT VERSION EFFECTIVE: 11-06-14	

APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

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

Appointing authorities shall 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 shall be required to share information received with other employees as appropriate upon return.

All approvals and scheduling shall 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 02-109, 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".

Border City: Those cities identified by the Department of Administration which are within 200 miles of the Kansas border and not identified as a high-cost geographic area.

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 who have 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 shall 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. Travel to border cities shall be considered in-state travel.
2. Requests for travel and training shall be submitted at least five (5) business days prior to the date of travel whenever possible.
3. Requests for travel shall be submitted on Request for Travel and Expense form (Attachment A) and submitted to the appropriate department supervisor for approval. All supporting documentation, such as conference agendas, shall be attached to the Request for Travel and Expense form. The Request for Travel and Expense form should 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.).
4. Upon approval, the traveling employee shall submit the Travel and Expense Request form to his/her Travel Expense Proxy, who will create a Travel Authorization in SMART.
 - a. The Travel Expense Proxy must ensure that all information included in the Travel and Expense Request form is included in the SMART travel authorization.
 - b. Incomplete travel authorizations will be returned to the Travel Expense Proxy for additional information and/or corrections.
5. 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 shall notify Fiscal Services as soon as possible.
6. 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 and Expense Request form (Attachment A) which has been signed by the Secretary.
 - (1) A copy of the signed Travel and Expense Request form must be submitted to Fiscal Services prior to the request being approved in SMART.
7. Travel authorizations are not required if an outside organization will directly finance the entire cost of the trip. Travel authorizations are required whenever any transaction in SMART occurs to include partial or full reimbursement by an outside organization.

II. Expense Reports

- A. Upon completion of the travel, the traveler shall submit all receipts and any changes in the trip from what was estimated in the travel authorization, including but not limited to, changes in departure and return times, meals provided, and incidental charges to the travel proxy.
 1. The Travel Expense Proxy will copy the travel authorization into the expense report, make any necessary adjustments, complete the expense report in SMART, and print a copy of

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

- a. The traveler shall sign the expense report and submit it to Fiscal Services with all supporting documentation. Expense reports will not be approved by Fiscal Services until supporting documentation and a signed expense report are received. Scanned copies submitted via email or facsimile are acceptable.

III. Transportation

- A. Staff traveling to the same location on state business, to the maximum extent possible, shall carpool in order to reduce travel costs.
- B. State vehicles shall be used whenever they are available and practical. In the event that a state vehicle is not available or is not practical, travelers should rent a vehicle. Privately-owned vehicles shall 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 shall 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 should be used whenever a state vehicle is not available.
 - a. All employees with a duty location in the Jayhawk Walk shall follow the procedures and use the Fiscal Services folder on the KDOC Intranet to notify Fiscal Services of their intent to reserve a rental vehicle. A rental company requires a 24-hour advance notification for vehicle reservations to be guaranteed. Fiscal Services staff will make the reservation with the rental company, so provide as much lead-time as possible.
 - (1) Travelers shall notify Fiscal Services if their vehicle reservation needs to be cancelled. Fiscal Services will then cancel the reservation with the vendor.
 - b. Employees whose duty station is outside the Jayhawk Walk shall 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 should utilize compact or intermediate size vehicle, and unless there is a justified reason to rent a larger vehicle, this shall 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 shall use the Wright Express Cards as the primary card when purchasing fuel for a state or rental vehicle. P-Cards shall 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 shall 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 shall not share their PIN with other employees.
6. Under no circumstances shall 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 and Van Buren.

F. Privately-Owned Vehicles

1. Employees should 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 shall calculate the cost to operate a state vehicle semi-annually. The KDOC reimbursement rate shall be posted to the Fiscal Services page on the KDOC Intranet.
2. Reimbursement for use of a privately-owned vehicle will be based upon the Kansas Distance Chart prepared by the Kansas Department of Transportation. An odometer reading may not 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 should be used. A copy of the results from the verification tool shall 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 will be allowed when reasonable and notated separately on the Travel Verification form.

- G. Employees shall not 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 should 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 will 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 prior to the credit card bill becoming due. 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 link to the application is <http://www.da.ks.gov/purch/Pcard/BtcUmbApp.doc>.
 - 3. When making lodging arrangements, the traveling employee shall:
 - 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 will have 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 no longer will accept the state government room rate. If this occurs, the traveling employee shall 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 shall 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 shall 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. In the event a direct bill receipt is submitted to Fiscal Services that includes miscellaneous charges or taxes, it will be the responsibility of the traveling employee to contact the lodging establishment to have the bill corrected prior to payment. If the establishment refuses to correct the bill, the traveling employee will be responsible for paying the additional amount.
7. 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 shall be attached to the expense report. However, exceeding the state rate should be an isolated occurrence and shall not become a pattern for individual travelers.
8. Travelers are responsible for cancelling reservations with the lodging establishment.

V. Subsistence

- A. Meal reimbursements shall 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 shall be reduced for each meal provided to an employee if the cost of the meal(s) is included in the cost of a registration fee or other fees or charges paid by the department or supplied without cost by another party. This includes hot complimentary breakfasts accepted at lodging establishments, excluding light continental breakfasts.
- C. Meal reimbursements shall 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. Offender and/or Parole Violator Transportation Escort Requests

- A. Procedures outlined in Section I.A. above shall not apply to the out-of-state transportation of offenders or parole violators.
- B. Procedures for the approval of out-of-state travel involving offender transportation may be established by General Orders.
- C. Requests for out-of-state travel that involve the transportation of offenders or parole violators must be approved by the warden/superintendent of the facility.

VIII. Correctional Facilities

- A. Correctional facilities shall develop and follow their own travel approval and reimbursement process. This may be via General Order or other standard operating procedure.
 1. Travel to border cities, under circumstances wherein only the in-state rate of reimbursement is requested, shall be considered in-state travel for purposes of this IMPP. The authority to approve such travel shall rest with the appointing authority.

2. Facility staff whose travel will be reimbursed by Central Office shall follow the process outlined in this IMPP.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff 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 or offenders, or an independent duty owed by the Department of Corrections to employees, 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 is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 75-3208

K.A.R. 1-16-18, 1-2-9

IMPP 02-109

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

ATTACHMENTS

Attachments	Title of Attachment	Page Total
A	Travel and Expense Request form	1 page

Travel & Expenses Request Form						Travel Auth#			
Traveling Employee: _____					Employee ID _____				
Destination: _____					High Cost?				
Beginning Date: _____			Ending Date: _____						
Departure Time: _____			Returning Time: _____						
Purpose: _____									
Other travelers: _____									
Funding	Index		Suprv. Fee		IBF		SGF		Other

TRIP COSTS

								Estimated Cost
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LODGING*

Pre-Paid? _____ # of Days: _____ X Rate: _____ = \$ \$0.00

Name of Direct Bill motel/hotel _____

** Include room rate and occupancy tax if direct bill. Include room rate, occupancy and sales tax if employee is paying the lodging establishment directly.

MEALS PER DIEM

Meals Allowance: Use table: FY15 Meal rates to calculate = \$ _____

MODE OF TRANSPORTATION [* Link to the KDOT Official Distance Chart](#)

Private Vehicle Mileage *: _____

To/From _____	# Miles: _____	X	Rate: _____	= \$ \$0.00
To/From _____	# Miles: _____	X	Rate: _____	= \$ \$0.00
To/From _____	# Miles: _____	X	Rate: _____	= \$ \$0.00
To/From _____	# Miles: _____	X	Rate: _____	= \$ \$0.00
Rental Car _____	# Days: _____	X	Rate: _____	= \$ \$0.00
Airfare: _____	Airline _____			= \$ \$0.00

OTHER COSTS

Miscellaneous Costs:	Shuttle/Cab	= \$	
	Parking	= \$	
Pre-Paid? _____	toll	= \$	
Pre-Paid? _____	Other	= \$	
Registration Fees: Pre-Paid? _____	Meals included? _____	= \$	

List the meals provided with the registration fee: _____

Total Estimated Cost: = \$ **\$0.00**

Special explanation: _____

	Signature	Date:
Employee:	_____	_____
Supervisor:	_____	_____
Secretary of Corrections: (out-of-state travel only)	_____	_____

In order for this request to be processed, a copy of the meeting agenda must accompany this form.

Sign and submit to your SMART Proxy to enter the Travel Authorization for workflow approvals along with any appropriate documentation (ie: registration form if training).