



Commonwealth of Kentucky  
Finance and Administration Cabinet  
**OFFICE OF THE SECRETARY**  
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**Matthew G. Bevin**  
Governor

**William M. Landrum III**  
Secretary

**SECRETARY'S ORDER NO. 16-007**

**DELEGATION OF AUTHORITY TO  
AUTHORIZE OUT OF STATE TRAVEL**

**WHEREAS**, KRS 44.060 and 45.101 authorizes the Finance and Administration Cabinet to promulgate administrative regulations relating to reimbursement for travel expenses; and

**WHEREAS**, pursuant to the authority granted by KRS 44.060 and 45.101, the Finance and Administration Cabinet has promulgated 200 KAR 2:006, specifying the authorization required for approval and reimbursement of out-of-state travel expenses; and

**WHEREAS**, 200 KAR 2:006, Section 4(3) requires the approval of an agency head and the Secretary of the Finance and Administration Cabinet for travel outside Kentucky, but within the United States, possessions of the United States, or Canada; and

**WHEREAS**, 200 KAR 2:006, Section 4(3)(b) provides that the Secretary of the Finance and Administration Cabinet may delegate out-of-state travel authorization authority; and

**WHEREAS**, recognizing the level of trust, responsibility, and authority vested in the Secretaries of individual Executive Branch Agencies; the benefits of avoiding unnecessary delay and repetitive document reviews regarding out-of-state travel requests; and the greater familiarity that Secretaries of individual Executive Branch Agencies possess regarding the necessity of travel expenses incurred within their cabinets; and

**IT IS HEREBY ORDERED** that, pursuant to the authority vested in me by KRS 44.060 and 45.101 and 200 KAR 2:006, Section 4(3), I, William M. Landrum III, Secretary of the Finance and Administration Cabinet, delegate authority to approve the reimbursement for travel outside Kentucky, but within the United States, possessions of the United States, or Canada as follows:

1. Except as provided in paragraph 2, authority to authorize travel outside Kentucky, but within the United States, possessions of the United States, or Canada, is delegated to all Secretaries of program cabinets and Constitutionally Elected Officers or their designees. This delegation shall include authorization authority over every agency, department, authority, board, bureau, interstate compact, commission, committee, conference, council, office, or any other form of organization included in or attached to the program cabinet by statute or statutorily authorized executive order.

2. Authority to authorize travel outside Kentucky, but within the United States, possessions of the United States, or Canada, is delegated to the Governor or his designee in regards to:
  - a. Organizational units and administrative bodies attached to the Governor's office by KRS 12.023; and
  - b. Any board, commission, or similar budget unit within the General Government Cabinet, unless attached to a department headed by a Constitutionally Elected Officer.
  
3. In considering a request to approve reimbursement for travel outside Kentucky, but within the United States, possessions of the United States, or Canada; the Secretaries of individual Executive Branch Agencies shall consider:
  - a. Whether the travel is necessary, reasonable, and within the agency's budget;
  - b. The value or benefit to the Commonwealth relative to the cost of travel expenses;
  - c. The availability of other options such as teleconferencing, sending a smaller number of agency employees, and favoring less expensive means of available transportation, if available; and
  - d. Using state park facilities for approved in-state overnight travel, when such accommodations are within 25 miles of an employee's business destination.

This Order is effective September 15, 2016. The provisions of any prior Order that conflict with the provisions of this Order, including but not limited to Secretary's Order S97-451, shall be null and void.



William M. Landrum III, Secretary  
Finance and Administration Cabinet

15 Sept 2016

Date

APPROVED AS TO FORM  
AND LEGALITY:



Attorney  
Office of General Counsel  
Finance and Administration Cabinet