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REGULATIONS COMPILER

1 **Finance and Administration Cabinet**

2 Office of the Secretary

3 (Amendment)

4 200 KAR 2:006. Employees' reimbursement for travel.

5 RELATES TO: KRS 44.060, 45.101

6 STATUTORY AUTHORITY: KRS 44.060, 45.101

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 45.101 authorizes the Finance
8 and Administration Cabinet to promulgate an administrative regulation that establishes
9 requirements and reimbursement rates for the travel expenses of state employees. KRS
10 44.060 requires the secretary to promulgate administrative regulations fixing the amount
11 allowed for the expense of traveling in a motor vehicle in the discharge of official state
12 duties. This administrative regulation establishes the eligibility requirements relating to
13 rates and forms for reimbursement of travel expense and other official expenses out of
14 the State Treasury.

15 Section 1. Definitions. (1) "Agency" means a budget unit.

16 (2) "Agency head" means the elected or appointed head of a budget unit.

17 (3) "Approval" means approval granted in either written or electronic format.

18 (4) "Budget Unit" is defined by KRS 48.010(9).

19 (5) "Cabinet" means the Finance and Administration Cabinet.

20 [~~(5) "Division" means the Division of Statewide Accounting Services, Office of the~~
21 ~~Controller, Finance and Administration Cabinet.~~]

1 (6) "High rate area" means a city, state, or metropolitan area in which it has been
2 recognized that higher meal costs and lodging rates have historically prevailed, and that
3 has been designated by the Secretary of the Finance and Administration Cabinet as a
4 high rate area listed on the Office of the Controller's web site at
5 http://finance.ky.gov/services/statewideacct/Pages/travel.aspx.[~~and included in the~~
6 ~~cabinet's policies and procedures manual incorporated by reference in 200 KAR 5:021.~~]
7 (7) "Incidental expense" means unexpected minor expenses arising from travel
8 situations, or minor expenses authorized by an agency head to be reimbursed to an
9 employee as a matter of efficiency or convenience.
10 (8) "Lodging receipt" means any preprinted invoice, from a hotel or motel or type of
11 lodging, showing the date of service, the amount charged for the service, the location
12 where the service was performed, and a description of the expenditure.
13 (9) "Office" means the Office of the Controller, Finance and Administration Cabinet.
14 (10)[~~(9)~~] "Others in the official service of the commonwealth" means individuals who:
15 (a) Are not state employees as defined in KRS Chapter 18A;
16 (b)1. Are traveling on official business for the commonwealth; or
17 2. Officially represent a state agency, at the direction or request of a state official
18 authorized to give the direction or make the request; and
19 (c) Are not contractors who are entitled to reimbursement for travel and related
20 expenses only as provided in their contracts with the commonwealth.
21 (11)[~~(10)~~] "Receipt" means any preprinted invoice, from a hotel, motel, restaurant or
22 other establishment, showing the date of service, the amount charged for the service, the
23 location where the service was performed and a description of the expenditure.

1 (12)[(~~11~~)] "Residence" means address of the employee designated in the official
2 records of the Personnel Cabinet.
3 (13)[(~~12~~)] "Secretary" means the Secretary of the Finance and Administration Cabinet.
4 (14)[(~~13~~)] "Subsistence" means amounts expended by a state officer, agent,
5 employee, or other person authorized to receive reimbursement out of the State Treasury
6 for meals, such as tax and tips, while traveling on official state business, except for any
7 meals which may be included in charges for lodging or in registration fees paid by or on
8 behalf of a state officer or employee.
9 (15)[(~~14~~)] "Subsistence or incidental receipt" means an itemized receipt for meals or
10 incidental expenses showing the date of service, amount charged, and the name of the
11 establishment.
12 (16)[(~~15~~)] "Travel software" means the software used by the commonwealth to
13 process travel authorizations and travel reimbursement documents.
14 Section 2. General. (1) Affected agencies. Except as otherwise provided by law, this
15 administrative regulation shall apply to all departments, agencies, boards, and
16 commissions, and institutions of the executive branch of state government, except state-
17 supported universities. It shall not apply to the legislative and judicial branches and their
18 employees.
19 (2) Enforcement.
20 (a) Each agency head shall be responsible for ensuring that travel reimbursement
21 conforms to the provisions of this administrative regulation and that all travel expense
22 from that agency is as economical as is feasible.
23 (b) A person who travels on official state business shall:

1. Identify if reimbursement is being requested based on Section 7 or 8 of this administrative regulation;

2. Prior to trip, submit, if applicable, a;

(a) Request for Authorization of Out-of-State Travel document, or

(b) Request for Authorization of Out-of-Country Travel document.[~~create a Travel Authorization (TE, TEI, TEO, or TEC), if required;~~]

3. After travel, submit a Travel Voucher[~~create a Travel Payment Voucher (TP or TPI)~~] document for reimbursement of official state business related expenses;

4. Maintain records and receipts to support the claim; and

5. Take sufficient personal funds to defray the travel expense.

(c) The secretary or designee may:

1. Disallow or reduce the amount of a claim that violates the provisions of this administrative regulation; or

2. Require written justification for amounts claimed by an agency for its employee.

(d) The secretary or his designee may authorize reimbursement for an employee's actual and necessary expenses for authorized travel if the head of the agency, or designee, submits a written determination that establishes the reimbursement is:

1. Required to avoid an undue economic hardship on the employee; or

2. Economically advantageous for the commonwealth.

(3) Eligibility. Except as provided by state law or by this administrative regulation, reimbursement shall not be claimed for expenses of any person other than state officers, members of boards and commissions, employees, bona fide wards, or other persons in the official service of the commonwealth. Only necessary expenses of official travel

1 authorized by an agency head or designee shall be reimbursed.

2 (4) Interpretation. All final interpretations of this administrative regulation shall be
3 made by the secretary. These determinations shall be the final and conclusive
4 interpretation adopted by the agency.

5 Section 3. Work Station. (1) The official work station of an employee assigned to an
6 office shall be the street address where the office is located.

7 (2) The official work station of field employees shall be established by the agency
8 head, based solely on the best interests of the commonwealth.

9 (3) If an employee is permanently reassigned or is stationed at a new location two (2)
10 months, the new location shall become that employee's official work station.

11 Section 4. Authorizations. (1) For travel within Kentucky, [~~or outside Kentucky, but~~
12 ~~within the United States or its possessions, or Canada,~~]the person requesting
13 reimbursement shall obtain authorization from the agency head or a designated
14 representative[~~ as authorized by Secretary's Order S97-451~~].

15 (2) Travel to a bordering state that does not require airfare or an overnight stay shall
16 be authorized in the same manner as travel in Kentucky.

17 (3) [~~Travel expenses shall be reimbursed if travel was authorized in advance as~~
18 ~~provided by subsections (4), (5), and (6) of this section.~~

19 ~~(4) If direct billing is to be utilized for state park and motor pool expenses, authorization~~
20 ~~shall be requested on a Travel Authorization (TE or TEI) document.~~

21 ~~(5)~~]For travel outside of Kentucky, but within the United States, possessions of the
22 United States, or Canada; the person requesting reimbursement shall obtain
23 authorization from:

1 (a) The agency head or a designated representative; and

2 (b) The secretary or a designated representative.

3 [~~authorization shall be requested on Travel Authorization (TEO) document.~~]

4 (4)[~~(6)~~] For travel outside the United States, possessions of the United States[~~its~~

5 ~~possessions~~] or Canada, the person requesting reimbursement shall have obtained

6 authorization from:

7 (a) The agency head or a designated representative;

8 (b) The secretary or a designated representative; and

9 (c) The Governor or a designated representative.

10 (5) Travel expenses shall be reimbursed if travel was authorized in advance as

11 provided by subsections (6), (7) and (8) of this section.

12 (6) For travel inside Kentucky, authorization shall be requested in the manner

13 prescribed by the agency head or a designated representative.

14 (7) For travel outside Kentucky, but within the United States, possessions of the

15 United States, or Canada; authorizations shall be requested by submitting a Request for

16 Authorization of Out-of-State Travel document.

17 (8) For travel outside the United States, possessions of the United States, or Canada;

18 authorization shall be requested by submitting a Request for Authorization of Out-of-

19 Country Travel document.

20 (9) If direct billing is to be utilized for state park expenses, a State Park Travel

21 Authorization form shall be submitted.

22 (10)[~~(7)~~] A travel request for travel specified in subsections (7), (8) and (9)[~~(4) and~~

23 ~~(5)~~] of this section shall be received by the agency or cabinet at least five (5) working days

1 before the start of travel, except when a shorter prior submission period is necessitated
2 by an emergency.
3 Section 5. Transportation. (1) Economy shall be required.
4 (a) State officers, agents, employees, and others in the official service of the
5 commonwealth shall use the most economical, standard transportation available and the
6 most direct and usually-traveled routes. Expenses added by use of other transportation
7 or routes shall be assumed by the individual.
8 (b) 1. Round-trip, excursion or other negotiated reduced-rate rail or plane fares shall
9 be obtained if practical.
10 2.a. Tickets prepaid by the commonwealth shall be purchased through agency
11 business travel accounts provided by a major charge card company or commercial travel
12 agencies.
13 b. Tickets purchased through the Internet shall be paid by the traveler and reimbursed
14 on a Travel [~~Payment~~]Voucher, Other Expenses document.[~~(TP or TPI).~~]
15 3. Exceptions may be made with the approval of the agency head if other
16 arrangements will be in the best interest of the commonwealth.
17 4. Agencies shall be billed monthly by the charge card company.
18 5. Related payments shall be processed via a Travel Voucher, Other Expenses
19 document.[~~on Vendor Payment Voucher (P1) document.~~]
20 (2) State vehicles. State-owned vehicles with their credit cards shall be used for state
21 business travel if available and feasible. Mileage payment shall not be claimed if state-
22 owned vehicles are used.

1 (3) Privately-owned vehicles. Mileage claims for use of privately-owned vehicles shall
2 be allowed if a state vehicle was not available or feasible.
3 (4) Buses, subways. For city travel, employees shall be encouraged to use buses and
4 subways. Taxi fare shall be allowed if more economical transportation is not feasible.
5 (5) Airline travel. Commercial airline travel shall be the lowest negotiated coach or
6 tourist class. Additional expense for first-class travel shall not be reimbursed by the state.
7 Payment shall be made in accordance with subsection (1)(b) of this section.
8 (6) Special transportation.
9 (a) The cost of hiring cars or other special conveyances in lieu of ordinary
10 transportation shall be allowed if written justification from the employee is submitted and
11 approved by the agency head or his designated representative.
12 (b) Privately-owned aircraft may be used if it is determined to be to the advantage of
13 the state, measured both by travel costs and travel time.
14 (c) An employee may submit a written request for approval from the State Controller
15 for an increased reimbursement rate greater than that calculated in Section 7, if the
16 employee drives a personal vehicle modified to:
17 1. Facilitate operation by altering controls for the brakes, accelerator, or steering
18 wheel; or
19 2. Allow a driver to enter the vehicle by installing a wheelchair lift, hoist, or ramp.
20 Section 6. Accommodations. (1) Lodging shall be the most economical, as determined
21 by considering location of the lodging.
22 (2) Facilities providing special government rates or commercial rates shall be used if
23 feasible.

1 (3) State-owned facilities shall be used for meetings and lodging if available,
2 practicable and economical.
3 (4) Location. Cost for lodging within forty (40) miles of the claimant's official work
4 station or home shall be reimbursed if:
5 (a) In attendance at a conference; and
6 (b) The lodging is a necessary expense of official travel, in accordance with Section
7 2(2)(d) of this administrative regulation.
8 (5) Group lodging, by contract.
9 (a) State agencies and institutions may contract with hotels, motels and other
10 establishments for four (4) or more employees to use a room or rooms on official
11 business. Group rates shall be requested.
12 (b) The contract may also apply to meals and gratuities. The contract rates and the
13 costs of rooms and meals per person shall not exceed limits set in Section 7 of this
14 administrative regulation.
15 (c) The traveler shall not claim reimbursement or subsistence for room and meals
16 paid direct to an establishment providing these services.
17 (d) A request for payment[~~Payment~~] shall be made on a Travel Voucher[~~Vendor~~
18 ~~Payment Voucher (P1)~~] document and shall not include personal charges of employees
19 or others in the official service of the commonwealth.
20 (e) Payment shall be made to the hotel, motel, or other establishment.
21 (f) Contracted group meeting rooms and lodging and meal charges shall be exempt
22 from Kentucky sales tax and the agency sales-use tax number assigned by the
23 Department of Revenue shall be specified on the payment document.

1 (g) Tax exempt numbers shall not be used by individual employees to avoid point of
2 sale payment of Kentucky sales tax connected with lodging costs. Sales tax payments
3 shall be reimbursed on a Travel [~~Payment~~]Voucher [~~(TP or TPI)~~] document.
4 (6) State parks. A state agency or institution using state park facilities may pay for
5 rooms and meals by an Internal Travel Voucher (IET)[~~(IIT)~~] document to transfer funds,
6 within the limits of this administrative regulation.
7 Section 7. Reimbursement Rates. (1) The following persons shall be exempted from
8 the provisions of this section:
9 (a) Governor;
10 (b) Governor's staff;
11 (c) Lieutenant governor;
12 (d) State employees traveling on assignment with the Governor, lieutenant governor,
13 elected constitutional officers, or cabinet secretaries;
14 (e) Elected constitutional officers;
15 (f) Cabinet secretaries;
16 (g) State officers and employees authorized to travel outside the United States;
17 (h) Members of statutory boards and commissions; and
18 (i) Others in the official service of the commonwealth.
19 (2) Lodging.
20 (a) Except as provided in paragraph (b) of this subsection, a state officer or employee
21 shall be reimbursed for the actual cost of lodging if the:
22 1. Lodging is determined to be the most economical; and

1 2. State officer or employee has provided the hotel, motel, or other establishment's
2 receipt to be reimbursed for the travel expenses.
3 (b) Reimbursement for lodging shall not exceed the cost of a single room rate, except
4 that if employees share lodging, each employee shall be reimbursed the lesser of single
5 rate or one-half (1/2) the double rate.
6 (3) Subsistence and incidentals.
7 (a) Breakfast and lunch. A state officer or employee shall be eligible for reimbursement
8 for subsistence for breakfast and lunch expenses while traveling in Kentucky, if authorized
9 work requires an overnight stay and absence during the mealtime hours established by
10 paragraph [~~(d) or~~](e) of this subsection. An employee shall be in travel status during the
11 entire mealtime. For example, to be eligible for breakfast reimbursement, an employee
12 shall leave at or before 6:30 a.m. and return at or after 9 a.m. This requirement shall apply
13 to all meals.
14 (b) Dinner expenses. A state officer, or employee shall be eligible for reimbursement
15 for dinner expenses while traveling in Kentucky, if authorized work requires an absence:
16 1. At a destination more than forty (40) miles from the individual's work station and
17 home; and
18 2. During the mealtime hours established by paragraph [~~(d) or~~](e) of this subsection.
19 (c) A state officer or employee shall be eligible for reimbursement for meals while on
20 authorized travel outside Kentucky, but within the United States, its possessions or
21 Canada, at the reimbursement rates established in paragraph (d) of this subsection.[~~in~~
22 ~~paragraphs (d) and (e) of this subsection. An employee shall be in travel status during the~~
23 ~~entire mealtime. For example, to be eligible for breakfast reimbursement, an employee~~

~~shall leave at or before 6:30 a.m. and return at or after 9 a.m. This requirement shall apply to all meals.~~]

(d) The secretary shall specify the meal reimbursement rates via Secretary Order as appropriate in the following manner:

1. The order shall be posted on the website of the Office of the Controller;

2 The order shall specify the reimbursement rate for high rate areas and non-high rate areas; and

3. The order shall designate reimbursement rates for breakfast, lunch, and dinner.

(e) To be eligible for meal reimbursement, an employee must be in travel status for the entire duration of the following time periods;

1. Breakfast: authorized travel is 6:30 a.m. through 9 a.m.

2. Lunch: authorized travel is 11 a.m. through 2 p.m.

3. Dinner: authorized travel is 5 p.m. through 9 p.m.

[~~Reimbursement for non-high rate areas.~~

~~1. Breakfast: authorized travel 6:30 a.m. through 9 a.m. - seven (7) dollars.~~

~~2. Lunch: authorized travel 11 a.m. through 2 p.m. - eight (8) dollars.~~

~~3. Dinner: authorized travel 5 p.m. through 9 p.m. - fifteen (15) dollars.~~

~~(e) Reimbursement for high rate areas.~~

~~1. Breakfast: authorized travel 6:30 a.m. through 9 a.m. - eight (8) dollars.~~

~~2. Lunch: authorized travel 11 a.m. through 2 p.m. - nine (9) dollars.~~

~~3. Dinner: authorized travel 5 p.m. through 9 p.m. - nineteen (19) dollars.~~]

(f) A state officer or employee authorized to travel outside the United States, its possessions, or Canada shall be reimbursed for their actual and necessary expenses for

1 subsistence.

2 (g) A state officer or an employee may, with prior approval of the agency head or

3 designee, be reimbursed for the actual cost charged for meals, if the individual is assigned

4 to attend meetings and training sessions.

5 (h) Gratuities may be reimbursed if:

6 1. The total payment of the meal and gratuity do not exceed the limits established in

7 paragraphs (d) [~~or (e)~~] of this subsection; and

8 2. The gratuity does not exceed twenty (20) percent of the cost of the meal.

9 (i) Lodging receipts, or other credible evidence, shall be attached to the Travel

10 [~~Payment~~]Voucher[~~ (TP or TPI)~~].

11 (4) Transportation expenses.

12 (a) Reimbursement for authorized use of a privately-owned vehicle shall be:

13 1. At a rate designated on the Office of the Controllers website[~~At the rate of thirty-~~

14 ~~eight (38) cents per mile until October 1, 2005~~];

15 2. The reimbursement rate shall be set and adjusted[~~Adjusted~~] based on the American

16 Automobile Association (AAA) Daily Fuel Gauge Report for Kentucky for regular grade

17 gasoline. The rate shall be adjusted on January 1, April 1, July 1, and October 1 each

18 calendar year based on the average retail price of regular grade gasoline for the week

19 beginning on the second Sunday of the prior month as follows:

20 a. If the fuel cost is between one (1) cent and one dollar forty-nine and nine-tenths

21 cents ($1.499), the employee shall be reimbursed thirty-six (36) cents per mile;

22 b. If the fuel cost is between one dollar fifty cents ($1.50) and one dollar sixty-nine

23 and nine-tenths cents ($1.699), the employee shall be reimbursed thirty-seven (37) cents

per mile;

c. If the fuel cost is between one dollar seventy cents ($1.70) and one dollar eighty-nine and nine-tenths cents ($1.899), the employee shall be reimbursed thirty-eight (38) cents per mile;

d. If the fuel cost is between one dollar ninety cents ($1.90) and two dollars nine and nine-tenths cents ($2.099), the employee shall be reimbursed thirty-nine (39) cents per mile;

e. If the fuel cost is between two dollars ten cents ($2.10) and two dollars twenty-nine and nine-tenths cents ($2.299), the employee shall be reimbursed forty (40) cents per mile; or

f. If the fuel cost is greater than two dollars twenty-nine and nine-tenths cents ($2.299), the amount the employee is reimbursed shall increase one (1) cent for every twenty (20) cent increase in the rate; and

3. Not exceed the cost of commercial coach round-trip airfare.

(b) Mileage for in-state travel shall be based on the "Kentucky Official Highway Map", MapQuest, Google Maps website, or similar web mapping service.[~~mileage software or MapQuest website.~~] Out-of-state mileage shall be based on the most recent edition of the "Rand McNally Road Atlas", MapQuest website, Google Maps website, or similar web mapping service.[~~mileage software or MapQuest Web site.~~]

(c) Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the Travel [~~Payment~~]Voucher[~~ (TP or TPI)~~].

(d) Reimbursement for use of privately-owned aircraft shall be made if, prior to use, written justification was submitted to and approved by the agency head, or a designated

representative.

(e) [~~A maximum of twenty (20) dollars per night for parking or camping charges for camping vehicles shall be reimbursed.~~

~~(f)~~]1. Actual parking, bridge and highway toll charges shall be reimbursed.

2. A toll receipt for authorized in-state travel by two (2) axle vehicles shall not be required.

(f)[~~(g)~~] Reimbursement shall be made for reasonable incidental expenses for:

1. Baggage handling;

2. Delivery of baggage to or from a common carrier, lodging or storage; and

3. Overweight baggage charges, if the charges relate to official business.

(5)(a) Registration fees required for admittance to meetings shall be reimbursed.

(b) If a registration fee entitles the registrant to meals, claims for those meals shall be reduced accordingly.

(6)[~~(a)~~] Telephone [~~and telegraph~~]costs for necessary official business shall be reimbursed.

[~~(b) Telephone calls to agency central offices shall be made through:~~

~~1. Agency 800 and 888 numbers, if available;~~

~~2. A state government telephone credit card; or~~

~~3. Lowest available service.~~]

(7) Other incidental expenses may be allowed by the agency head or designee if they are determined to be necessary expenses of official travel.

Section 8. Actual and Necessary Expenses. (1) The following persons shall be eligible for actual and necessary expenses:

1 (a) Governor;

2 (b) Governor's staff;

3 (c) Lieutenant governor;

4 (d) Elected constitutional officers;

5 (e) Cabinet secretaries;

6 (f) State employees traveling on assignment with the Governor, lieutenant governor,

7 elected constitutional officers, or cabinet secretaries;

8 (g) State officers and employees authorized to travel outside the United States, its

9 possessions or Canada;

10 (h) Members of statutory boards and commissions; and

11 (i) Others in the official service of the commonwealth.

12 (2)(a) Actual and necessary expenses of official business travel shall be reimbursed

13 upon submission of receipts for items over ten (10) dollars. The secretary may reduce the

14 amount of any actual expense to be reimbursed if the secretary determines that the

15 expense is unreasonably excessive.

16 (b) Actual and necessary expenses for official business travel shall include:

17 1. Lodging;

18 2. Meals;

19 3. Commercial transportation;

20 4. Taxes related to actual and necessary expenses; and

21 5. Reasonable gratuities.

22 (c) A credit card receipt shall be accepted for a meal if the receipt prepared by the

23 establishment clearly shows that it is a receipt for a meal.

1 (d) Reimbursement for official use of a privately-owned vehicle shall be:

2 1. At the rate designated on the Office of the Controllers website listed in Section 1(6)

3 of this administrative regulation[~~of thirty-eight (38) cents per mile until October 1, 2005~~];

4 2. Adjusted based on the American Automobile Association (AAA) Daily Fuel Gauge

5 Report for Kentucky for regular grade gasoline. The rate shall be adjusted on January 1,

6 April 1, July 1, and October 1 each calendar year based on the average retail price of

7 regular grade gasoline for the week beginning on the second Sunday of the prior month

8 as follows:

9 a. If the fuel cost is between one (1) cent and one dollar forty-nine and nine-tenths

10 cents ($1.499), the employee shall be reimbursed thirty-six (36) cents per mile;

11 b. If the fuel cost is between one dollar fifty cents ($1.50) and one dollar sixty-nine

12 and nine-tenths cents ($1.699), the employee shall be reimbursed thirty-seven (37) cents

13 per mile;

14 c. If the fuel cost is between one dollar seventy cents ($1.70) and one dollar eighty-

15 nine and nine-tenths cents ($1.899), the employee shall be reimbursed thirty-eight (38)

16 cents per mile;

17 d. If the fuel cost is between one dollar ninety cents ($1.90) and two dollars nine and

18 nine-tenths cents ($2.099), the employee shall be reimbursed thirty-nine (39) cents per

19 mile;

20 e. If the fuel cost is between two dollars ten cents ($2.10) and two dollars twenty-nine

21 and nine-tenths cents ($2.299), the employee shall be reimbursed forty (40) cents per

22 mile; or

23 f. If the fuel cost is greater than two dollars twenty-nine and nine-tenths cents ($2.299),

1 the amount the employee is reimbursed shall increase one (1) cent for every twenty (20)
2 cent increase in the rate; and
3 3. Not exceed the cost of commercial coach round-trip airfare.
4 (e)1. The Governor and cabinet secretaries may be reimbursed for actual and
5 necessary costs of entertaining official business guests, upon certification of these
6 expenses to the secretary or designee.
7 2. The secretary or the secretary's designee may:
8 a. Question a claim for reimbursement; and
9 b. Reduce the amount to be reimbursed, if the secretary determines that it is
10 unreasonably excessive.
11 (f) An employee of the Cabinet for Economic Development[~~ Cabinet~~] or the Tourism,
12 Arts, and Heritage Cabinet[~~Commerce Cabinet~~] shall be reimbursed for actual and
13 necessary costs of entertaining official business guests of the commonwealth if the costs
14 were:
15 1. Related to the promotion of industry, travel, or economic development;
16 2. Substantiated by receipts; and
17 3. Certified by the head of the cabinet.
18 Section 9. Mileage. (1) Mileage commuting between residence[~~home~~] and work
19 station shall not be paid. If an employee's residence is the employee's work station, then
20 the employee's work station shall also include the location where the employee obtains a
21 state vehicle for use during the workday.
22 (2)(a) If an employee's point of origin for travel is the employee's residence, mileage
23 shall be paid for the shorter of mileage between:

1. Residence and travel destination; or

2. Work station and travel destination.

(b) If an employee's point of origin for travel is the employee's work station, and after proceeding to a travel destination, the employee's final destination is the employee's residence, mileage shall be paid for the shorter of mileage between:

1. Residence and travel destination; or

2. Work station and travel destination.

(3) Vicinity travel, and authorized travel within a claimant's work station shall be listed on separate lines on the Travel [~~Payment~~]Voucher [~~(TP or TPI)~~] document.

Section 10. Travel Documents. (1) A person shall use the following forms to request prior authorization or reimbursement for travel:[~~Travel software shall have three (3) types of authorizations:~~]

(a) For in-state travel, any forms required by the person's agency head or designee;[~~TE or TEI for in-state travel;~~]

(b) For out-of-state travel, a Request for Authorization of Out-of-State Travel document[~~TEO for out-of-state travel~~]; and

(c) For out-of-country travel, a Request for Authorization of Out-of-Country Travel document.[~~ TEC for out-of-country foreign travel.~~]

(2) When applicable, a traveler shall attach the following to a Travel Voucher document:[~~A traveler shall create a:~~]

(a) [~~Travel authorization (TE or TEI) document~~] If[~~if~~] a state park facility[~~ or a motor pool vehicle~~] will be used, a State Park Travel Authorization document.[~~ or if a registration fee is to be paid in advance.~~]

(b) If a rental vehicle, registration fee, or similar expense requires advance payment: a Pre-paid Registration document;[~~Travel authorization (TEO) document for an out-of state trip.~~]

(c) If reimbursement relates to out-of-state or out-of-country travel: the appropriate completed authorization form required by Section 10(1) of this regulation; and[~~Travel authorization (TEC) document for an out-of country trip.~~]

(d) For any expense that cannot be listed on a Travel Voucher document: a Travel Voucher, Other Expenses document.

[~~Travel authorization (TEO) document for an out-of-state trip.~~]

(3) A contract for group accommodations shall be made on the standard form used by the establishment providing the services.

(4) Authorization for reimbursement of others in the official service of the commonwealth shall be requested on a Travel Voucher document:

[~~(a) A Vendor Payment Voucher (P1) document; or~~

~~(b) A Travel Payment Voucher (TP or TPI) document.~~

~~(5) A Travel Payment Voucher (TP or TPI) document shall be used to claim reimbursement for travel expenses.~~]

(5)[~~(6)~~] The Travel [~~Payment~~]Voucher [~~(TP or TPI)~~]document shall be limited to the expenses made by one (1) person for the:

(a) Traveler; and

(b) If applicable, another person:

1. Who is a ward of the commonwealth; or

2. For whom the traveler is officially responsible.

1 (7) A Travel [~~Payment~~]Voucher [~~(TP or TPI)~~]document for expenses made for a
2 person specified in subsection (6)(b) of this section shall include the person's:
3 (a) Name; and
4 (b) Status or official relationship to the claimant's agency.
5 (8)(a) A Travel [~~Payment~~]Voucher [~~(TP or TPI)~~]document shall be submitted:
6 1. For one (1) major trip; or
7 2. Every two (2) weeks for employees that are in travel status for an extended period.
8 (b) A Travel [~~Payment~~]Voucher [~~(TP or TPI)~~]document shall include:
9 1. Employee ID Number (KHRIS)[~~Social Security number~~] of the claimant; and
10 2. Purpose of each trip.
11 (c) A Travel [~~Payment~~]Voucher [~~(TP or TPI)~~]document shall be signed and dated, or
12 entered electronically and approved by the:
13 1. Claimant; and
14 2. Agency head or authorized representative.
15 (d) If monthly expenses total less than ten (10) dollars, a Travel Payment Voucher
16 (TP or TPI) may include expenses for six (6) months of a fiscal year.
17 (e) A Travel [~~Payment~~]Voucher [~~(TP or TPI)~~]document shall be:
18 1. Legibly printed in ink or typed; or
19 2. Processed electronically through travel software.
20 (f) A receipt shall provide the following information for each expense:
21 1. Amount;
22 2. Date;
23 3. Location; and

4. Type.

(g) Receipts shall be maintained at the agency if documents are processed electronically.

(h) If leave interrupts official travel, the dates of leave shall be stated on the Travel [~~Payment~~]Voucher [~~(TP or TPI)~~].

(i) Lodging receipts, or other credible evidence, shall be attached to the Travel [~~Payment~~]Voucher [~~(TP or TPI)~~].

Section 11. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Pre-paid Registration" document, Form eMARS-37;

(b) "Request for Authorization of Out-of-State Travel" document, Form DOA-28;

(c) "Request for Authorization of Out-of-Country Travel" document, Form DOA-28A;

(d) "State Park Travel Authorization" document;

(e) "Travel Voucher" document, Form eMARS-34.

(f) "Travel Voucher Prepaid Registration Fees: Multiple Cost Distribution" document, Form eMARS-36; and

(g) "Travel Voucher, Other Expenses" document, Form eMARS-34B.

[~~"Travel Payment Voucher (TP or TPI) document (1999)";~~

~~(b) "Travel Authorization (TE or TEI) document for in-state travel (1999)";~~

~~(c) "Travel Authorization (TEO) for out-of-state travel (1999)";~~

~~(d) "Travel Authorization (TEC) document for out-of-country travel (1999)";~~

~~(e) "Vendor Payment Voucher (P1) (1999)";~~

1 ~~(f) "Internal Travel Voucher (IIT) document (1999)";]~~

2 (2) The following materials are also incorporated by reference :

3 (a)[~~(g)~~] "Kentucky Official Highway Map" (2016); and[~~(2004)";~~]

4 (b)[~~(h)~~] "Rand McNally Road Atlas" (2017).[~~(2001)"; and~~

5 ~~(i) "Secretary's Order S97-451, November 1, 1996".]~~

6 (3)[~~(2)~~] This material may be inspected, copied, or obtained, subject to applicable

7 copyright law, at the [~~Division of Statewide Accounting Services,~~]Office of the Controller,

8 Finance and Administration Cabinet, Capitol Annex Building, Room 484, Frankfort,

9 Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. and online at the Office of

10 the Controller's website at

11 http://finance.ky.gov/services/statewideacct/Pages/travel.aspx.

200 KAR 2:006

Signature Page

APPROVED:

William M. Landrum III

William M. Landrum III, Secretary
Finance and Administration Cabinet

15 Sept 2016

Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on November 22, 2016 from 10a.m. to 12p.m., in Room 392, Capitol Annex Building, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing at least five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be cancelled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through November 30, 2016. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

Contact Person: Judy Piazza, Executive Director, Office of Legislative and Intergovernmental Affairs, Finance and Administration Cabinet, 392 Capitol Annex, Frankfort, Kentucky, 40601, (502) 564-4240 (telephone), (502) 564-6785 (fax), Judith.Piazza@ky.gov(email).

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Regulation No. 200 KAR 2:006

Contact Person: Judy Piazza
Phone Number: 502-564-4240
Email: Judith.Piazza@ky.gov

(1) Provide a brief summary of:

(a) What this administrative regulation does: Updates regulatory language to account for current cabinet travel policies and reimbursement rates.

(b) The necessity of this administrative regulation: To provide state employees with the most up to date information regarding travel requirements and restrictions.

(c) How this administrative regulation conforms to the content of the authorizing statutes: This administrative regulation establishes the eligibility requirements relating to rates and forms for reimbursement of travel expense and other official expenses.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: See response for 1(c).

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment will provide updated information on the proper forms to use for travel and reimbursement for state government employees.

(b) The necessity of the amendment to this administrative regulation: To update the regulation from the 2006 revision.

(c) How the amendment conforms to the content of the authorizing statutes: See 1(c).

(d) How the amendment will assist in the effective administration of the statutes: See 1(a).

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: All agencies under the purview of the Executive Branch of the Commonwealth of Kentucky and its employees.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: None.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): None.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The proper approval and submission of forms to the appropriate office to receive reimbursement of travel expenses in a timely fashion.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: None.

(b) On a continuing basis: None.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Current budgetary funding.

(7) Provide an assessment of whether an increase in fees or funding will be

necessary to implement this administrative regulation, if new, or by the change if it is an amendment: None.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: No fees are established in this amendment.

(9) TIERING: Is tiering applied? (Explain why or why not) Tiering is not applied in this amendment because all employees requesting travel and reimbursement will be approved and reimbursed for travel in the exact same manner.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation No. 200 KAR 2:006

Contact Person: Judy Piazza
Phone Number: 502-564-4240
Email: Judith.Piazza@ky.gov

1. What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? All agencies under the purview of the Executive Branch of the Commonwealth of Kentucky and its employees.

2. Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 44.060 and 45.101.

3. Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect. None.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? None.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? None.

(c) How much will it cost to administer this program for the first year? No additional costs are associated with this regulation.

(d) How much will it cost to administer this program for subsequent years? None.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-):
Expenditures (+/-):
Other Explanation:

2016
200 KAR 2:006 & E
SUMMARY OF MATERIAL
INCORPORATED BY REFERENCE

(1) Form eMARS-37, "Pre-Paid Registration", is a one-page document to be completed by an employee requesting authorization to attend a conference or other work related venue that required pre-registration for attendance.

(2) Form DOA-28, "Request for Authorization of Out-of-State Travel", is a one-page document that must be submitted by an employee requesting authorization to travel to a destination for work related purposes outside of the commonwealth of Kentucky, but within the United States of America or its provinces.

(3) Form DOA-28A, "Request for Authorization of Out-of-Country Travel", is a one-page document that must be submitted by an employee requesting authorization to travel to a destination for work related purposes located outside of the United States of America or its provinces.

(4) "State Park Travel Authorization" is a two-page document that must be submitted by an employee requesting authorization to acquire accommodations at a facility within the Kentucky State Park network for work related purposes.

(5) Form eMARS-34, "Travel Voucher", is a one-page document that must be submitted by an employee requesting reimbursement for expenses incurred by the employee while in the course of travel for work related purposes.

(6) Form eMARS-36, "Travel Voucher Prepaid Registration Fees: Multiple Cost Distribution", is a one-page document outlining multiple funding sources that may be used to pay for the pre-paid registration costs of an employee traveling in a work related capacity.

(7) Form eMARS-34B, "Travel Voucher, Other Expenses", is a one-page document that may be submitted by an employee requesting reimbursement for expenses incurred by the employee while in the course of travel for work related purposes that would not be listed on the Travel Voucher such as, but not limited to, rental car costs, subway expenses, bus fare, etc.

Form eMARS-37
Rev 06/19/06

Commonwealth of Kentucky
Finance and Administration Cabinet

Department _____ Document Number _____

☐ New

☐ Modification

PRE-PAID REGISTRATION FEES

Date: _____ Accounting Period _____ Budget FY _____ Page _____ of _____

Vendor Code	Single Check ☐ Yes ☐ No Check Category _____
Vendor Name	EFT ☐ Yes ☐ No Application Type _____
Vendor Address	Scheduled Pay Date
	Agency Reference Data

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	S Func	App Unit	Object	Dept Obj	Program	Program Period
Activity	S Activity	Location	S Loc	Rep Code	S Rep Code	Task	S Task	Task Order	Amount
									$ -

Check One: ☐ Inc ☐ Dec Description:

DESCRIPTION OF PRE-PAID REGISTRATION FEES	AMOUNT
Total Amount	$ -

Vendor's invoice or similar documentation must accompany this request for pre-paid registration fees.

Supervisor's Signature _____ Department Head or Authorized Agent's Signature _____

Date _____ Date _____

Kentucky

DOA-28
REV 1/2003

Commonwealth of Kentucky

REQUEST FOR AUTHORIZATION OF OUT-OF-STATE TRAVEL

This request must reach the Finance and Administration Cabinet, Office of the Controller, at least five days before intended start of travel.

Authorization No. _____

Department _____

Division or Institution _____ Date _____

To the Finance and Administration Cabinet, Office of the Controller: This agency has funds available and requests advance authorization for the following out-of-state travel to be charged to this agency's accounts:

NAME OF OFFICER OR EMPLOYEE	POSITION	AMOUNT
	Total Not to Exceed	**$ 0.00**

From (Origin) _____ To (Destination) _____

Date(s) trip to be taken (include travel time) _____

Justification for trip (Cite benefit to State. Do not abbreviate organization names.)

If more than four employees of your agency are going to this event, how many and why?

Will a state check be issued for registration fee? ____ YES ____ NO Car Rental ____ YES ____ NO

Car Rental Justification _____

Method of Conveyance: State Vehicle ____ Personal Auto ____ Airplane ____ Commercial ____ State ____

Charter ____ Personal ____

Other ____ Explain Other _____

I hereby certify that it is necessary for the employees or officers named above to make this trip on official business connected with the duties of their positions.

Signature of Department Head *Date* *Signature of Cabinet Secretary* *Date*

Approved: Finance and Administration Cabinet *Date*

Forward the original to the Finance and Administration Cabinet, Office of the Controller. A copy will be returned to the agency to indicate approval or rejection.

DOA-28A
REV 1/2003

Commonwealth of Kentucky

REQUEST FOR AUTHORIZATION OF OUT-OF-COUNTRY TRAVEL

This request must reach the Finance and Administration Cabinet, Office of the Controller, at least five days before intended start of travel.

Authorization No. _____

Department _____

Division or Institution _____ Date _____

To the Finance and Administration Cabinet, Office of the Controller: This agency has funds available and requests advance authorization for the following out-of-country travel to be charged to this agency's accounts:

NAME OF OFFICER OR EMPLOYEE	POSITION	AMOUNT
	Total Not to Exceed	**$ 0.00**

From (Origin) _____ To (Destination) _____

Date(s) trip to be taken (include travel time) _____

Justification for trip (Cite benefit to State. Do not abbreviate organization names.)

If more than four employees of your agency are going to this event, how many and why?

Will a state check be issued for registration fee? ____ YES ____ NO Car Rental ____ YES ____ NO

Car Rental Justification _____

Method of Conveyance: State Vehicle ____ Personal Auto ____ Airplane ____ Commercial ____ State ____

Charter ____ Personal ____

Other ____ Explain Other _____

I hereby certify that it is necessary for the employees or officers named above to make this trip on official business connected with the duties of their positions.

Signature of Department Head *Date* *Signature of Cabinet Secretary* *Date*

Approved: Finance and Administration Cabinet *Date* *Approved: Governor, Commonwealth of Kentucky* *Date*

Forward the original and one copy to the Finance and Administration Cabinet, Office of the Controller. The copy will be returned to the agency to indicate approval or rejection.

Commonwealth of Kentucky
Tourism, Arts & Heritage Cabinet

State Park Travel Authorization

Park and Central Office Use Only

IET# _____ Arrival Date: _____

Actual Amt _____ Departure Date _____

Date _____ Traveler ID (optional) _____

Name _____

Accounting Template (Required) _____

Department/(Agency)# _____

Name of Park Visiting _____

Estimated Amount of Lodging _____

Dates Trip To Be Taken: Arrival Date _____

Departure Date _____

Employee Signature _____

Supervisor Approval _____ Date _____

An approved State Park Travel Authorization form must be presented to the front desk upon check-in. The State Park Travel Authorization form must contain an amount, supervisor signature and an accounting template. The account template authorizes the State Parks as the seller the right to complete the transfer of funds. (Upon completion the Front Desk will forward to the Business Office.)

Revision 01/13/15

Kentucky State Resort Parks

offer state employees on official travel inter-account accommodation charges at a tax-exempt rate. *The employee needs to make arrangements through their department to obtain approval for the inter-account authorization.* An approved State Park Travel Authorization form must be presented to the front desk upon check-in. The State Park Travel Authorization form must contain an amount, supervisor signature and an accounting template. The account template authorizes the State Parks as the seller the right to complete the transfer of funds. (Upon completion the Front Desk will forward to the Business Office.)

Below is a listing of State Resort Parks, their addresses, and telephone numbers. Reservations can be made online at **http://www.kystateparks.ky.gov/reservations.htm** or calling their respective Toll Free Number. Information may be obtained for all parks by calling 1-800-255-7275. Should you have any questions regarding inter-account authorization forms, please call the Accounting Division at 564-4264, extension 346. To inquire about group reservations, please call 564-2172.

Barren River State Resort Park
Lucas, KY 42156
Phone: (270) 646-2151
Toll Free: (800) 325-0057

Blue Licks State Resort Park
Mt. Olivet, KY 41064
Phone: (859) 289-5507
Toll Free: (800) 443-7008

Buckhorn Lake State Resort Park
Buckhorn, KY 41721
Phone: (606) 398-7510
Toll Free: (800) 325-0058

Carter Caves State Resort Park
Olive Hill, KY 41164
Phone: (606) 286-4411
Toll Free: (800) 325-0059

Cumberland Falls State Resort Park
Corbin, KY 40701
Phone: (606) 528-4121
Toll Free: (800) 325-0063

Dale Hollow State Resort Park
Bow, KY 42717-9728
Phone: (270) 433-7431
Toll Free: (800) 325-2282

General Butler State Resort Park
Carrollton, KY 41008
Phone: (502) 732-4384
Toll Free: (866) 462-8853

Greenbo Lake State Resort Park
Greenup, KY 41144
Phone: (606) 473-7324
Toll Free: (800) 325-0083

Jenny Wiley State Resort Park
Prestonsburg, KY 41653
Phone (606) 886-2711
Toll Free: (800) 325-0142

John James Audubon State Park
Henderson, KY 42420
Phone (270) 826-2247

Kenlake State Resort Park
Hardin, KY 42048
Phone (270) 474-2211
Toll Free: (800) 325-0143

Kentucky Dam State Resort Park
Gilbertsville, KY 42044
Phone (270) 362-4271
Toll Free: (800) 325-0146

Lake Barkley State Resort Park
Cadiz, KY 42211
Phone (270) 924-1131
Toll Free: (800) 325-1708

Lake Cumberland State Resort Park
Jamestown, KY 42629
Phone (270) 343-3111
Toll Free: (800) 325-1709

Natural Bridge State Resort Park
Slade, KY 40375
Phone (606) 663-2214
Toll Free: (800) 325-1710

Pennyrile Forest State Resort Park
Dawson Springs, KY 41653
Phone (270) 797-3421
Toll Free: (800) 325-1711

Pine Mountain State Resort Park
Pineville, KY 40977
Phone (606) 337-3066
Toll Free: (800) 325-1712

Rough River State Resort Park
Falls of Rough, KY 40119
Phone (270) 257-2311
Toll Free: (800) 325-171

Form eMARS-34
Rev 10/27/06

Commonwealth of Kentucky
Finance and Administration Cabinet

Department

Document Number

Travel Voucher

Page _____ of _____ Date _____ Acct Period _____ Budget FY _____ ☐ New ☐ Modification

Line _____ Invoice Number _____ Template ID _____

Fund	Dept	Unit	Func	S Func	App Unit	Object	Dept Obj	Program	Program Period
	Activity	S Activity	Location	S Loc	Rep Code	S Rep Code	Task	S Task	Task Order

Check One: ☐ Increase ☐ Decrease Description:

Traveler ID

Traveler Name

Department Name

Traveler's Work Station

Traveler's Residence

Single Check	☐ Yes ☐ No
Chk Category	
EFT	☐ Yes ☐ No
App Type	
Scheduled Pay Date	

Agency Reference Data

Mo	Day	Time of Departure	Time of Return	Location From	Location To	Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
									B L D	$0.00

Purpose

Mo	Day	Time of Departure	Time of Return	Location From	Location To	Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
									B L D	$0.00

Purpose:

Mo	Day	Time of Departure	Time of Return	Location From	Location To	Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
									B L D	$0.00

Purpose:

Mo	Day	Time of Departure	Time of Return	Location From	Location To	Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
									B L D	$0.00

Purpose:

If mileage claimed was a state car available?
☐ Yes ☐ No

Rode with another state employee
☐ Yes ☐ No

Totals for this page	0	$0.00	$0.00	$0.00	$0.00
Enter Mileage from all pages _____ Miles x _____ c per mile					$0.00
Total Other expenses					$0.00
Totals from all continuation pages					$0.00
Grand Total					$0.00

By signing, I hereby certify, subject to the provisions of KRS 523:100(unsworn falsification to authorities), that the above are proper charges in the discharge of official business and that all data furnished herewith are true and correct to the best of my knowledge.

Traveler's Signature Date

Supervisor's Signature Date

Agency Head or Authorized Agency's Signature Date

Cabinet Head's Signature if required Date

Kentucky UNBRIDLED SPIRIT

Form eMARS-36
Rev 06/19/06

Commonwealth of Kentucky
Finance and Administration Cabinet

Department _____ Document Number _____

Travel Voucher/Prepaid Registration Fees: Multiple Cost Distribution

Traveler ID: _____ Traveler Name: _____ Date: _____ Page _____ of _____

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Line _____ Invoice Number _____

Fund	Dept	Unit	Func	SFunc	Activity	Description

Object	Job\Project	Rept Cat	Termini	Quantity	Amount	☐ Inc ☐ Dec	

Form eMARS-34B
Rev 04/17/06

Date: _____

Department

Document Number

Traveler ID _____ Traveler Name: _____

OTHER EXPENSES (may include airfare, bus fare, subway, car rental, registration fees, etc.)			
Date Mo. Day	**Item of Expense** (Attach receipt for each item over $10)	**Explanation**	**Amount**
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
For instructions read Finance and Administration regulation 200 KAR Chapter 2. The form must be typed or legibly prepared in ink. Show times as am or pm. Show vicinity travel on a separate line for each day. Under subsistence, B=Breakfast, L=Lunch, D=Dinner. Use continuation pages if needed.		Enter Total here and at bottom of form eMARS-34.	$ -

SPECIAL TRANSPORTATION JUSTIFICATION PER 200 KAR 2:006, SECTION 5 (6) (a)

Subsistence Chart
(Subsistence includes meals, taxes and tips)

If travel includes overnight lodging and at least these hours	6:30 am through 9:00 am	11:00 am through 2:00 pm	5:00pm through 9:00pm
For authorized travel in Kentucky and US except "High-Rate" Areas listed by Secretary of Finance - you may claim:	$7	$8	$15
For authorized travel in "High-Rate" Areas listed by Secretary of Finance - you may claim:	$8	$9	$19

Subsistence cannot be claimed for meals included in registration fees.