

Notice 12-01  
July 7, 2011

### 2012 Business Travel Expense Reimbursement Rates

The State of Kansas has increased the business travel expense reimbursement limits. Kansas State University Policies and Procedures Manual Chapter 6410, Reimbursable Travel Expenses and Forms, has been updated. The new rates are as follows.

#### Lodging Expense Limitations:

|                                                       | <u>State of Kansas</u> | <u>150% Rate with<br/>Department Approval</u> |
|-------------------------------------------------------|------------------------|-----------------------------------------------|
| In-State, Border City                                 | \$ 81.00               | \$121.50                                      |
| Out-of-State, Regular                                 | \$104.00               | \$156.00                                      |
| Out-of-State, Designated High Cost Area               | \$151.00               | \$226.50                                      |
| Out-of-State, Special Designated High Cost Area       | \$166.00               | \$249.00                                      |
| International                                         | Actual                 | Actual                                        |
| Conference Lodging qualified under K.A.R. 1-16-18a(e) | Actual                 | Actual                                        |

K.S.A. 75 3207a(f) provides that the daily lodging expense limitations established above may exceed by the lesser of either: (1) an additional 50% of the applicable lodging expense limitation, or (2) the actual lodging expense incurred.

These lodging limits continue to be applied to the lodging rate before taxes. Thus, the amount reimbursed or paid for lodging expenses may exceed the established lodging limitation by as much as the amount of associated taxes.

#### Employee Business Travel Subsistence Expense Reimbursement:

Subsistence reimbursement is based on a predetermined meal allowance rate for breakfast, lunch, and dinner. Departure and return times determine the allowances as indicated below.

Reimbursement for meal allowances on the day of departure as follows:

| <u>Time of Departure</u>    | <u>Meals Allowed</u>         |
|-----------------------------|------------------------------|
| 12:01 a.m. to 6:00 a.m.     | Breakfast, Lunch, and Dinner |
| 6:01 a.m. to 12:00 Noon     | Lunch and Dinner             |
| 12:01 p.m. to 6:00 p.m.     | Dinner                       |
| 6:01 p.m. to 12:00 Midnight | No meals allowed             |

Reimbursement for meal allowances on the day in which the employee returns to the official station or domicile are as follows:

| <u>Time of Return</u>       | <u>Meals Allowed</u>         |
|-----------------------------|------------------------------|
| 12:01 a.m. to 6:00 a.m.     | No meals allowed             |
| 6:01 a.m. to 12:00 Noon     | Breakfast                    |
| 12:01 p.m. to 6:00 p.m.     | Breakfast and Lunch          |
| 6:01 p.m. to 12:00 Midnight | Breakfast, Lunch, and Dinner |

As authorized by K.S.A.75-3207a, the Secretary of Administration has fixed the rates for FY 2012 at:

| <u>Area</u>                                     | <u>Breakfast</u> | <u>Lunch</u> | <u>Dinner</u> |
|-------------------------------------------------|------------------|--------------|---------------|
| In-State, Border City                           | \$10.25          | \$11.25      | \$21.50       |
| Out-of-State                                    | \$10.25          | \$11.25      | \$21.50       |
| Out-of-State, High Cost                         | \$10.75          | \$12.25      | \$23.00       |
| Out-of-State, Special Designated High Cost area | \$14.25          | \$15.75      | \$30.00       |
| International                                   | \$15.25*         | \$16.25*     | \$31.50*      |

\*or actual not to exceed \$91 per day

**Reduced Meal Allowance:**

If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or supplied without cost by another party, the meal allowance should be reduced as shown in the table above.

**Same Day Meal Allowance:**

The rates as established in accordance with K.A.R. 1-16-18(c)(3) are the same as indicated in the table above.

**Business Travel Mileage Expense Reimbursement Rates:**

The State of Kansas has also changed the mileage rate reimbursement based upon the type of vehicle driven. As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the private vehicle maximum mileage reimbursement rates for FY 2012 as follows:

47¢ per mile for privately owned motorcycle

51¢ per mile for privately owned automobile

\$1.29 per mile for privately owned airplane (based on air miles rather than highway miles)