

Summary of Reimbursable Travel Expenses For Local Units of K-State Research and Extension

Following is a summary of State of Kansas guidelines for reimbursement of employee's travel expenses.

Applicable forms:

[Meals and Incidental Calculator](#) NEW!

[Directions for the Meals and Incidental Calculator](#)

[Travel Payment Voucher](#) (for local units of K-State Research and Extension):

For additional information see:

Chapter 6410 – Reimbursable Travel Expenses and Forms from the K-State Policies and Procedures Manual (make this the actual link)

<http://www.k-state.edu/policies/ppm/6400/6410.html>

Mileage:

Effective January 1, 2017, private vehicle mileage reimbursement rates are:

50.5 cents per mile for privately-owned motorcycles

53.5 cents per mile for privately owned automobiles. Each local unit will be responsible for deciding which of the three available options - use of district or county-owned vehicle, a privately owned vehicle, or rental vehicle - is most appropriate and cost effective - given the circumstances of the travel.

Meals and Lodging Expenses

To be consistent with the federal government's reimbursement guidelines, the State of Kansas Department of Administration has changed the method for calculating State of Kansas employee's lodging, meals and incidental expenses (tips for waiters and bellhops). This change has been made to reduce or eliminate any risk of payment to employees being considered a fringe benefit.

The allowances for lodging, meals and incidental expenses depend on the geographic destination of the travel and the month of the year. The meal allowances are calculated by percent of the day rather than quarters.

Meals and Incidental Expenses When Overnight Lodging Required:

The meals and incidentals allowance is located at the far right of each line of the following charts:

For travel in the continental United States see [CONUS](#).

For travel outside the continental United States see [OCONUS](#).

To calculate the daily meal allowance see:

[Directions to Accompany Meals and Incidental Calculator](#) and the [Meals and Incidental Calculator](#).

The meal allowance will then be entered under "Meals" on the [Travel Payment Voucher](#)

Meals When Overnight Lodging is Not Required:

Employees may be reimbursed one meal per day when lodging expense is not incurred if:

- 1) The employee is required to travel and the employee's workday, including travel time, is extended three hours or more beyond the regularly scheduled work day
OR
- 2) The employee is required to attend a conference or a meeting and a meal (for which the employee is not otherwise reimbursed through registration) is served during the required attendance time.

A meal cannot be reimbursed if the place at which the official business is conducted is within 30 miles of the employee's official station **OR** if a meal is provided at no cost to the employee.

The reimbursement is based on a percentage of the Daily Meal and Incidental Expense Reimbursement:

Ex – If M&IE is \$51

Breakfast: 15% (\$7.65)

Lunch: 35% (\$17.85)

Dinner: 50% (\$25.50)

Lodging:

The allowance for lodging is based on the geographic destination of the travel and the month of the year in which the travel occurred.

For travel in the continental United States see [CONUS](#)

For travel outside the continental United States see [OCONUS](#)

To claim lodging expenses the employee must be more than 30 miles from their office location.

The local unit can authorize 150% of the lodging rate with local approval (ex – when available hotels charge more than the government rate).

The local unit credit card can be used to pay lodging expenses at the hotel rather than having the employee be reimbursed for lodging expenses.