

DIRECTIVE NUMBER: 200-08-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Coding for Appropriate Charging of Travel Expenses

1. Purpose. To inform employees of funding information required on travel vouchers.
2. Reference. None
3. Procedure. A travel voucher must show in the Comments section the project/function code(s) the expense is to be charged against. The project/function code will be the same as used on time sheets for that period. If the travel expense is to be charged to more than one project/function code, the voucher must show the dollar split and to what expenses the dollar split applies. A separate dollar entry must be shown for per diem, mileage and other expenses for each project/function code. Breakout must equal the grand total of the voucher.

This may be shown as follows:

652/760	\$24.65 mileage, all per diem, other
672/800	\$11.89 of mileage

or

652/760	all per diem, other expenses
672/800	mileage

4. Action Required. All employees are to adhere to the contents of this Directive.
5. Inquiries. Annette Morris, (785) 296-5000 x2554.

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 200-05-02

Expiration Date: Continuous