

DIRECTIVE NUMBER: 200-08-16

DATE: January 1, 2016

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Announcement of Subsistence Rates; Reimbursement of a Meal without Overnight Travel

OVERVIEW

Employees are expected to provide their own meals for single day trips, except as outlined in Department of Administration's Employee Travel Handbook.

PROCEEDURES

State guidelines regarding meal allowance for single day travel are outlined in Section 4100 D of the Employee Travel Handbook

<http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees>

Inquiries: Annette Morris, (785) 296-5000 x2554, Fiscal Management.

Frequently asked questions regarding reimbursement of a meal without overnight travel can be found at <http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees/faq-regarding-reimbursement-of-a-meal-without-overnight-travel>.

References: K.A.R. 1-16-3c, 1-16-18, K.S.A. 75-3201, 75-3207, 753207a

Signature on file
Lana Gordon, Secretary of Labor

Rescissions: 200-04-15, 200-05-07, 200-04-06
--

Expiration Date: Continuous
