

DIRECTIVE NUMBER: 200-23-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Direct Bill of Lodging Expenses

OVERVIEW

With PRIOR approval, employees can have their hotel bill directly charged to the agency.

PROCEDURES

The employee is responsible for contacting the hotel to check and see if the hotel has an account set up with our agency. If the hotel does not but are willing to establish one with us they will probably want to fax a credit application for us to complete. Please contact Fiscal with this information and have the hotel fax the information to the Travel Unit at (785)296-0753. Employees will still need to make their reservations with the hotel.

If direct billing is setup with the hotel, the employee is to complete the [K-MGT 5006](#) form **PRIOR** to the trip and send it to the Travel Unit. Employees who do not complete this form before leaving for their trip will not be allowed in the future to direct bill their lodging to the agency. The bill should include the employees name(s), room rate, taxes and dates stayed. If the hotel is in the state of Kansas, let them know we are tax exempt and will not pay state taxes. We are responsible for city and bed taxes. Travelers authorized to bill lodging directly to the agency should be specific at check-in as to the appropriate agency to be billed for the charges. Prior to or at the time of checkout, travelers should pay all charges for meals, room service, personal phone calls, movies, laundry, and any other miscellaneous personal charges.

Effective Date: Immediately
References: Department of Administration Travel Handbook
Replaces: Directive 200-26-02
Questions: Annette Morris by email or at (785) 296-5000 x2554

Lana Gordon, Secretary of Labor
Signature on file