

DIRECTIVE NUMBER: 200-19-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Out of State Travel

OVERVIEW

To issue procedure for Out-of-State Travel “Booking Airline Tickets, Completing the KMGT 5001 form, parking at KCI, rental cars, airport shuttle, changes in airline tickets, Business Travel Cards.”

PROCEDURES

AIRLINE RESERVATIONS

In order for the traveler to prepare the Agency request for approval of out of state travel, the Fiscal Travel Unit needs to be notified of the traveler’s name as it appears on their driver’s license, destination, dates and times the meeting/training begins and ends, suggested airport departure and arrival times. The Fiscal travel unit will check on ticket fares and schedules with a travel agency. These will be sent to the traveler for their review. Once the paperwork (KMGT 5001 and see below) has been approved and the flight has been selected, the travel unit will book the ticket. If the employee wants to combine business and personal time on their trip the employee must put the airline ticket on a personal credit card and will not be reimbursed for the ticket until the trip has been completed.

K-MGT 5001 (Request for Out-of-State Travel) FORM:

The KMGT 5001 form must be completed and signed by their supervisor, division director and the Secretary’s Office. After all required signatures are obtained; the request will be forwarded to Fiscal Management for processing of airline tickets. Or, if the employee chooses to book their own ticket, then they will be notified to proceed.

Click her for the link to the K-MGT 5001 form and instructions

<https://intra.dol.ks.gov/Fiscal/FiscalForms.aspx>

PARKING

Travelers on official state business, who park their privately-owned, state-owned or leased vehicle at an airport, are to park the vehicle in the most economical parking available (Satellite parking at KCI). Exceptions to this policy must have PRIOR approval from the Secretary.

RENTAL CARS

Employees that need to have a rental car while on an out-of-state trip must show justification for the rental car by completing the second page of the KGMT 5001 form and have it signed by the supervisor, division director and Secretary's Office.

Arrangements for a rental car must be handled with the Fiscal Travel Unit prior to the trip. Individuals must have a credit card in order to rent a car; or the rental company may request a personal check.

AIRPORT SHUTTLE

Travelers who choose to utilize airport shuttle, should contact KCI Roadrunner directly at (785) 272-4877.

CHANGES IN AIRLINE TICKETS

Airline charges a penalty for changes to airline tickets. The amount of penalty varies. Once an airline ticket is processed with a travel agency by the Fiscal Travel Unit, no further revisions are allowed unless the trip is cancelled, or circumstances beyond the traveler's control necessitate a change. Any changes or cancellation needs to have a memo sent to the Division Director and Secretary's Office for approval and then forwarded to Fiscal.

BUSINESS TRAVEL CARDS (BTC)

Business Travel Cards (BTCs) are personal VISA credit cards issued by UMB Bank to employees of the State of Kansas. Use of BTCs allows employees to avoid undue hardship when traveling on state business. Employee charges expenses incurred during travel to BTCs, submit travel claim forms at the end of travel periods and receive reimbursement from the state prior to the credit card billing becoming due.

To find out more information regarding the Business Travel card, including application to complete, click on the following Department of Administration link:

<http://da.ks.gov/purch/pcard/BTC.htm>

Effective Date: Immediately

References: Department of Administration Travel Handbook

Replaces: 200-17-02, 200-18-02, 200-19-02, 200-20-02

Questions: Contact Annette Morris by email or at (785) 296-5000 x2554

Lana Gordon, Secretary of Labor
Signature on file