

DIRECTIVE NUMBER: 200-11-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Payment of Registration Fees

OVERVIEW

Certain conference, seminars or similar type of events require the payment of a registration fee prior to attendance. Payment of the registration fee for authorized employee attendance is addressed in the below procedure.

PROCEDURES

Individuals are to complete the K-MGT 5005 form:

<https://intra.dol.ks.gov/Fiscal/FiscalForms.aspx> in order to request payment of a registration fee for attending an authorized conference, seminar or similar type of event. Travelers are encouraged to pay registration fees of \$25.00 or less, attach the receipt and claim the registration fee on a Travel Expense Report (K-MGT 5009) form found at the above link. Registration receipts are to include dates of the event and amount of fee paid. The K-MGT 5005 form is to be completed for registration fees over \$25.00.

Effective Date: Immediately
References: Department of Administration Travel Handbook
Replaces: 200-08-02
Questions: Contact Nancy Siess by email or (785) 296-5000 x2556

Lana Gordon, Secretary of Labor
Signature on file