

**DIRECTIVE NUMBER: 200-17-05**

**DATE:** February 15, 2013

**TO:** All Components of the Department of Labor

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Payment of Turnpike Tolls When Traveling on Official State Business

### **OVERVIEW**

Payment of turnpike tolls is an allowable expense in conducting official State business.

### **PROCEDURES**

Kansas Turnpike toll K-Tags have been issued as requested to each department. A limited number of K-Tags are available in Fiscal Management for check-out on a per trip basis. State turnpike toll K-Tags may be used only when traveling on official state business. They may be used when traveling in a State agency-owned vehicle, Hertz rental vehicle, or a private vehicle.

K-Tag customers will not receive a receipt. The monthly billing statement will serve as a record of toll activity.

When a personal K-Tag account is used, a copy of the employee's itemized statement with the "official travel" clearly marked will be submitted with the travel voucher. If the employee receives a discount on their bill they must claim the discount rate on their Travel Expense Report for reimbursement.

A traveler may pay cash for tolls. A receipt must be obtained at the time the toll is paid, and is to be attached to the Travel Expense Report. Official KDOT mileage must be used when claiming on a Travel Expense Report.

If a K-Tag is lost or stolen, notify Fiscal Management Travel Unit at once by phone, fax, or letter. The tag will be invalidated upon notification to the Kansas Turnpike Authority (KTA) by the Travel Unit.

References: Department of Administration Travel Handbook

Replaces: Directive 200-15-02

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

Lana Gordon, Secretary of Labor

*Signature on file*