

DIRECTIVE NUMBER 200-20-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Use of Privately-Owned Conveyance in Lieu of Airfare for Out of State Travel

OVERVIEW

Questions have been raised about employees wishing to use a privately-owned conveyance in lieu of public transportation for out-of-state travel, specifically in reference to the Fair Labor Standards Act and potential liability to the State of Kansas. These issues have been resolved through research with the United States Department of Labor and review of legal precedent. The Secretary or their designee will consider such requests on an individual basis.

PROCEDURES

An employee wishing to utilize a privately-owned conveyance for out-of-state travel must submit a Form K-MGT 5003: <https://intra.dol.ks.gov/Fiscal/FiscalForms.aspx> with leave requests, if appropriate, through his/her supervisor. To complete the KMGT 5003 form, the employee should get a flight cost estimate from the Travel Unit. The document should accompany the Request for Out-of-State Travel (KMGT 5001, found at same link above) and have the approval of the Division Director and/or Secretary of Labor prior to being submitted to the Fiscal Unit. If the request is not completed within two weeks of original airfare cost estimate, the traveler will need to contact the Fiscal Travel Unit for a current airfare quote.

References: Section 3103 of the Employee Travel Expense Reimbursement Handbook, available on the Internet, and Section 29 CFR Section 785.40 of the Fair Labor-Standards Act.

Replaces: Directive 200-21-02

Questions: Policy issues: KDOL Legal Department (785) 296-5000 x2567
Procedural questions: Annette Morris (785) 296-5000 x2554

Lana Gordon, Secretary of Labor
Signature on file