

DIRECTIVE NUMBER 200-18-05

DATE: February 15, 2013

TO: All Components of the Department of Labor

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Vicinity Miles

1. Purpose. To inform employees considering the claiming of vicinity miles for meals on their travel vouchers.
2. Reference. Department of Administration (D of A) Employee Travel Expense Reimbursement Handbook, Section 3101, <http://www.da.ks.gov/ar/employee/travel/travbk.htm#Paragraph3101>
3. Content. After discussion with Department of Administration staff, it has been determined that reasonable vicinity mileage can be claimed by a traveler, in travel status outside of official station, to go to and from afternoon or evening meals. This includes all in-state and out-of-state travel. Reasonable vicinity mileage is defined to mean that the additional vicinity mileage is no more than 10 miles round trip per day.
4. Action Required. All staff is to adhere to the contents of this directive. Update Agency Travel Guide with this Directive and attached new Table of Contents.
5. Inquiries. Annette Morris, (785) 296-5000 x2554.

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 200-16-02	Expiration Date: Continuous
------------------------	-----------------------------