

NOTICE 12-01
July 7, 2011

City of Manhattan, Kansas
City Policy and Procedure Manual Chapter 6410 Reimbursable Travel Expenses and Forms

State of Kansas Department Approval:

In-State, Border City	\$ 81.00	\$121.50
Out of State, Regular	\$104.00	\$156.00
Out-of-State, Designated High Cost Area	\$151.00	\$226.50
Out of State, Special Designated High Cost Area	\$166.00	\$249.00

These lodging limits continue to be applied to the lodging rate before taxes. Thus, the amount reimbursed or paid for lodging expenses that exceed the established lodging limitation by as much as an amount or associated taxes.

Reimbursement for meal allowances on the day of departure as follows:

Time of Departure Meals Allowed

conditions are as follows.

TIME OF TRAVEL	MEALS ALLOWED
12:01 a.m. to 6:00 a.m.	No meals allowed
6:01 a.m. to 12:00 Noon	Breakfast

International \$15.25* \$16.25* \$31.50*

*or actual not to exceed \$91 per day

Reduced Meal Allowance:

If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or employee, the cost of meals shall be reduced from the meal allowance shown in the table above.

Same Day Meal Allowance:

The rates as established in accordance with K.A.R. 1-16-18(c)(3) are the same as indicated in the table above.

Business Travel Mileage Reimbursement Rates

The State of Kansas has also changed the mileage rate reimbursement based upon the type of vehicle driven. As authorized by K.S.A. 75-3209a, the Secretary of Administration has fixed the private vehicle maximum mileage reimbursement rates for FY 2012 as follows:

47¢ per mile for privately owned motorcycle

51¢ per mile for privately owned automobile