

Lodging Expense Reimbursement

Travelers may be reimbursed for actual lodging expense incurred, including tips to hotel porters, bellhops, doormen, and maids. The total amount for lodging and tips may not exceed the established lodging expense limitations. In addition, lodging expense reimbursement is limited to the lodging establishment's lowest available rate for NORMAL SINGLE OCCUPANCY on the day (or days) the lodging expense was incurred. The OFFICIAL RECEIPT from the lodging establishment must be submitted with the traveler's travel claim forms for reimbursement. CREDIT CARD TISSUE PAPER DOES NOT QUALIFY AS A LODGING RECEIPT. Travelers are not required to share lodging accommodations with other state employees when traveling. However, if two or more travelers choose to share lodging accommodations, reimbursement may be paid to one traveler. The traveler sharing accommodations must reference the occupants of the room and the payer of the room on travel vouchers submitted for payment.

Lodging expense limitations. The daily lodging expense limitations are as follows.:

| | State of Kansas | 150% Rate/ with Dept. Approval |
|---|------------------------|---------------------------------------|
| In-State and Border City Travel | \$73.00 | \$109.50 |
| Out-of-State Travel | \$92.00 | \$138.00 |
| Out-of-State Travel - High Cost Geographic Area | \$135.00 | \$202.50 |
| Out-of-State Travel - Special High Cost Geographic Area | \$150.00 | \$225.00 |
| International Travel | Actual | Actual |

The lodging expense limitations listed above should be applied to the lodging rate before taxes. Thus, the amount reimbursed or paid for lodging expenses may exceed the established lodging limitation by as much as the amount of associated taxes.

KSU as an agency allows 150% rate for lodging with Departmental approval.

If the lodging rate exceeds the applicable lodging expense limitation, the agency head must be provided with conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding the applicable lodging expense limitation.

Before the date of travel, the department should submit an original and one photocopy of the form, "Request for Actual Conference Lodging" to the Controller's Office Travel Section. The request must include the name of the conference, the dates of the conference, the location of the conference, and the name or names of the travelers traveling to the conference. The Controller's Office must sign the form to confirm that the conference lodging rates exceed the applicable lodging expense limitation.