

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	2.9	Total Pages	3
	Date Filed	*	Effective Date	August 7, 2023
	Supersedes Effective Date		May 24, 2021	
Authority/References 200 KAR 2:006 State Employee Travel Regulations 200 KAR 38:070 Internal Controls and pre audit FAP 120-17-03	Subject <p style="text-align: center;"><b>EMPLOYEE TRAVEL</b></p>			

I. Definitions

“Official Residence” means the home address of an employee on file with the Personnel Cabinet.

“Official Work Station” means the address of the office the Commissioner of the Department of Corrections or his designee assigns to an employee.

II. Policy and Procedures

- A. Employees traveling for Department of Corrections’ official business shall be familiar with and follow the Employee Travel Regulation, 200 KAR 2:006. This regulation is available at:  
<https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Pages/state-employee-travel.aspx>
- B. Travel expenses may only be reimbursed for travel for official Department of Corrections’ business. Travel vouchers shall be submitted once per month unless the travel is for an amount less than ten dollars (\$10) approved by the Director of Administrative Services. The purpose of travel shall be listed for each trip.
- C. All submitted travel vouchers shall be submitted on the appropriate form (attachment A). Mileage claims shall be verified by using MapQuest® or Google Maps® and reimbursed based on the most routinely travelled routes.
- D. State vehicles shall be used for travel if available. Employees using their personal vehicle for official travel if a state vehicle is available shall have authorization from their supervisor allowing the claim of mileage.

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- E. Mileage shall only be claimed for the distance between the employee's official work station and destination or the employee's home and destination, whichever is less. Mileage between home and work station shall not be paid except in the instance staff are required to return to their official work station after completing a regularly scheduled shift in order to respond to institutional maintenance issues, duty officer requirements, emergencies, Probation and Parole duties, and other business as required by their supervisor. An exception may be made for employees working overtime at Correctional facilities, not at their official work station, which only applies if the employee physically departs from their residence.
- F. Vicinity mileage and the purpose shall be listed on separate lines of the travel voucher. Mileage shall not be reimbursed for non-state business purposes, including travel to restaurants.
- G. Meals shall only be reimbursed (at the per diem rate) for overnight travel. Dinner shall be reimbursed without an overnight stay if the employee is at a location more than forty (40) miles from their work station, in travel status between 5:00 pm and 9:00 pm and arrive home after 9:00 pm. Per diem shall not be paid for meals provided to the traveler at a lodging establishment, a conference, a training, a meeting, etc. An exception may be made for employees working overtime shifts at Correctional facilities not at their official work station, that is more than forty (40) miles away. Breakfast and lunch meal reimbursement times shall adhere to 200 KAR 2:006.
- H. Overnight accommodations shall be the most economical for the area. State parks shall be used if within 15 miles of the destination, if available. Lodging establishments with a direct bill agreement with the Department shall be used (if available), when a state park is not within 15 miles of the destination.
- I. Employees may be required to share hotel rooms (double occupancy).
- J. Group lodging (direct bill) shall only be established by the Department if four (4) or more employees require overnight lodging at a hotel, motel, etc. for authorized state business. Direct bill accounts shall only be established by the Division of Administrative Services. Employees shall be financially liable for any fees or hotel charges other than applicable taxes and lodging per night, including damages, smoking fees, pet fees or any other fees assessed by the lodging establishment. Employees may also be held financially responsible for failing to cancel reservations or no show charges. Recoupment of these charges may be deducted via payroll.

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- K. Receipts in the traveler's name are required for lodging, whether direct bill or paid by the employee. Parking and other expenses shall also require a receipt for reimbursement if over ten dollars (\$10).
- L. Out of State Travel requests shall follow the procedures issued by the Finance and Administration Cabinet, the Justice and Public Safety Cabinet, and the Commissioner of the Department of Corrections. Requests shall be submitted to the Division of Administrative Services at least one (1) month prior to travel, and shall first be submitted to the appropriate Deputy Commissioner prior to submission to the Commissioner's Office.
- M. The Department of Corrections shall reimburse for one (1) item of luggage on airline flight for approved Out of State Travel. Additional items of luggage shall be the responsibility of the traveler.
- N. Travel expenses (e.g. lodging, personal vehicle mileage, per diem) shall not be paid in advance of the travel, with the exception of conference registration fees paid directly to the conference registration office. Checks from state funds shall not be issued to pre-pay for lodging for employees.
- O. Travel reimbursement payments shall be remitted via EFT if the employee receives payroll via EFT. Checks shall not be issued in lieu of EFT.
- P. Travel vouchers may be electronically scanned; electronic approvals shall be kept on file..
- Q. Mileage to and from job interviews, the KCCD conference or other KCCD related meetings, the Department of Corrections Award luncheon and interviews for the Leadership Program shall not be reimbursed. Employees attending these functions in relation to their job, such as presenting and not just solely in attendance, may be approved for mileage by the Director of Administrative Services.
- R. Staff working institutional overtime at a facility other than their official work station requiring an overnight stay shall use the lodging establishment(s) designated by the Department.
- S. Questions regarding this policy and the travel regulation shall be directed to the Division of Administrative Services.
- T. Travel reimbursement requests failing to adhere to 200 KAR 2:006 or this policy shall be denied.

Form eMARS-34  
Rev 12/5/18

Commonwealth of Kentucky  
Finance and Administration Cabinet

Department

Document Number

**Travel Voucher**

Page \_\_\_\_ of \_\_\_\_ Date \_\_\_\_\_ Acct Period \_\_\_\_ Budget FY \_\_\_\_\_  New  Modification

Line \_\_\_\_\_ Invoice Number \_\_\_\_\_

Fund	Dept	Unit	Func	S Func	App Unit	Object	Dept Obj	Program	Program Period
Activity	S Activity	Location	S Loc	Rep Code	S Rep Code	Task	S Task	Task Order	

Check One: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease		Description:
Traveler ID	Single Check <input type="checkbox"/> Yes <input type="checkbox"/> No	
Traveler Name	Chk Category	
Department Name	EFT <input type="checkbox"/> Yes <input type="checkbox"/> No	
Traveler's Work Station	App Type	
Traveler's Residence	Scheduled Pay Date	Agency Reference Data

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

If mileage claimed was a state car available? <input type="checkbox"/> Yes <input type="checkbox"/> No  Rode with another state employee <input type="checkbox"/> Yes <input type="checkbox"/> No	Totals for this page	0	\$0.00	\$0.00	\$0.00	\$0.00
	Enter Mileage from all pages _____ Miles x _____ c per mile					
	Total Other expenses					
	Totals from all continuation pages					
	Grand Total	\$0.00				

By signing, I hereby certify, subject to the provisions of KRS 523:100(unsworn falsification to authorities), that the above are proper charges in the discharge of official business and that all data furnished herewith are true and correct to the best of my knowledge.

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Head or Authorized Agency's Signature \_\_\_\_\_ Date \_\_\_\_\_



Cabinet Head's Signature if required \_\_\_\_\_ Date \_\_\_\_\_