

# **Kansas Administrative Regulations**

## **Department of Administration**

### **Article 16.—Travel Reimbursement**

#### **1-16-21. Registration and membership fees.**

The payment of registration fees which are required as admittance or attendance fees for participation in meetings shall be allowed.

(a) Advance payment of registration fees shall be made upon application when supported by an announcement of the meeting indicating the cost of such registration fees.

(b) Reimbursement of registration fees shall be made when such request is supported by the official receipt of the meeting, when available, or upon declaration of the employee that he or she attended the meeting and paid the registration fee.

(c) Job-related organizational membership fees or professional license fees and dues in the name of an individual employee may be paid directly by a state agency or reimbursed to a state employee. The expenditures for the payment shall be determined to have a business purpose that benefits the state agency. Payments shall be authorized in advance by the agency head or the agency heads designee. If available, membership in organizations shall be in the name of the state agency.

(Authorized by K.S.A. 75-3207 and K.S.A. 75-3706; implementing K.S.A. 75-3207 and K.S.A. 75-3707; effective Jan. 1, 1966; amended, E-69-18, Aug. 14, 1969; amended Jan. 1, 1970; amended May 1, 1978; amended July 12, 2024.)

\*\*\*\*\* Authenticated Kansas Administrative Regulation \*\*\*\*\*