

Kansas Administrative Regulations

Department of Administration

Article 16.—Travel Reimbursement

1-16-2a. Relocation assistance.

(a) The provisions of this regulation shall apply only to employees who are transferred to a new official station that is more than 25 miles from the old station and to new employees who are recruited under the provisions of 1997 SB 104, § 1. However, no subsistence allowance shall be paid under this regulation for expenses incurred within 30 miles of the official station at the time of travel.

(b) For purposes of searching for a new residence, in the 30-day period preceding an employee's transfer or the employee's original appointment date, the employee may be allowed subsistence reimbursement for not more than 15 calendar days at the current prevailing subsistence rates and private car mileage reimbursement for not more than one round trip from the employee's domicile.

(c) To the extent considered necessary and appropriate by the appointing agency head, the agency may pay all or part of the following relocation expenses:

(1) Subsistence expenses for the employee while en route between the old and new official station or, for an employee recruited under 1997 SB 104, § 1, while en route between the old domicile and new domicile; and

(2) a mileage allowance at the rate provided to reimburse state employees for the use of a privately owned conveyance for transporting the employee's immediate family from the old domicile to the new official station. However, such expenses may be allowed for only one one-way trip in connection with each change of official station and domicile of the employee, and for transfers, only in cases in which the new station is over 25 miles from the old station.

(d) On and after the date of the employee's transfer or original appointment, subsistence expenses of the employee may be paid for a period of 30 days while the employee is occupying temporary quarters and trying to locate or waiting to enter a permanent residence. Subsistence expense payments to the employee may be

extended for additional 30-day periods when deemed necessary by the agency head, with approval of the secretary of administration, while the employee's residence is in temporary quarters.

(Authorized by and implementing K.S.A. 75-3203, 75-3207, and 1997 SB 104, § 1; effective May 1, 1979; amended, T-1-4-26-93, April 26, 1993; amended July 12, 1993; amended, T-1-7-1-97, July 1, 1997; amended Aug. 8, 1997.)

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