

Kansas Administrative Regulations

Department of Administration

Article 16.—Travel Reimbursement

1-16-13. Rental or charter of special conveyances.

The rental or charter of aircraft, automobiles, boats, busses, or other special conveyances shall be held to a minimum but may be authorized in those cases when no public or ordinary means of transportation are available, or when such public or ordinary means of transportation cannot be used advantageously in the best interests of the state. Specific justification shall accompany the voucher in each instance where the use of a special conveyance is authorized. Mere convenience for the traveler is not justification for the rental or charter of a special conveyance.

When public or ordinary means of transportation were not available, the justification for the use of a special conveyance shall show the location where travel by special conveyance commenced and the points visited. The justification shall also state that public or ordinary means of transportation were not available.

When public or ordinary means of transportation are available but cannot be used advantageously in the best interest of the state, the justification for the use of a special conveyance shall show the location where travel by special conveyance commenced and the points visited. The director of accounts and reports may require comparison of the cost of public or ordinary means of transportation to the cost of the special conveyance. Other factors should also be included in the justification when applicable.

(Authorized by K.S.A. 75-3207; effective Jan. 1, 1966; amended May 1, 1979.)

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