

INFORMATIONAL CIRCULAR NO.: 24-A-007

DATE: December 28, 2023
SUBJECT: All Things Travel
EFFECTIVE DATE: December 28, 2023
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APPROVAL: *Nancy Ruoff (original signature on file)*
SUMMARY: **Travel Handbook Updates and Travel Advance Reminder**

Effective December 28, 2023, an updated version of the State of Kansas Employee Travel Expense Reimbursement Handbook is available here – [Employee Travel Expense Reimbursement Handbook](#)

The following sections in the Travel Handbook reflect recent updates and clarifications. Agencies are required to follow the most recent version of the Travel Handbook when processing travel requests and reimbursements.

Travel Handbook Updates:

- **Section 1103** Definitions and Descriptions of Travel terms (page 3) - Official Station definition updated to include employee telework positions for field, full-time telework and office/hybrid staff.
- **Section 4005** Source of Subsistence Rates (page 15) - CONUS and OCONUS rate updates in SMART changed from semi-annually to quarterly.
- **Section 4100 (D)** Exception to the M&IE Rate for single day trips (page 16) - Language update to clarify same-day meal exception
- **Section 4200 (C)** Exceptions to the lodging expense limitation (page 18) - Additional guidance for high-cost geographic area
- **Section 4307** State Officers and Employees Exempted from Travel related Compensation (page 22) - Clarification added for definition of designated staff / See Travel Tips Quick reference guide - [Resources - State Employee Travel Center](#)
- **Section 6300** Travel Related Forms (page 24) - DA-34 Form - Addition of new required field
- **Section 6600** Travel Expense Detail (page 25) - Updated Form DA-121 available for optional Agency use [DA-121 Travel Expense Detail](#) Prior version of the DA-121 form will no longer be available.

Travel Advance Reminder:

- **Section 2200** Personal Funds to be used for Travel (page 6) - Travel Advances: Employees with exceptional circumstances may request from agency head authorization of travel subsistence advance for an amount that will cover anticipated travel expenses.

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