

**INFORMATIONAL CIRCULAR NO.: 22-A-005**

**Supersedes: 18-A-010**

**DATE:** November 16, 2021

**SUBJECT:** Increased Flexibility in Determination of Mileage Reimbursement Allowance per K.A.R. 1-18-1a

**EFFECTIVE DATE:** November 5, 2021

**CONTACT:** Statewide Agency Audit Services Team [ARpreaudit@ks.gov](mailto:ARpreaudit@ks.gov)

**APPROVAL:** *Jocelyn Gunter (original signature on file)*

**SUMMARY:** K.A.R. 1-18-1a – Mileage Regulation Changes

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In recent years, the Department of Administration has received various forms of input from agencies expressing concern over the cost comparison provisions found within K.A.R. 1-18-1a.

Effective November 5, 2021:

- K.A.R. 1-18-1a was amended giving agency heads or the agency designee(s) greater flexibility in determining reimbursement allowances for use of private vehicles and removes the cost comparison calculation.
- The associated DA-127 Mileage vs. Rental Comparison form is discontinued.
- Agencies retain the authority to reimburse at the lower cost rate for available transportation upon notice to the employee prior to the travel.

Under the new provisions of K.A.R. 1-18-1a, the Department of Administration anticipates that any increase in direct mileage reimbursement costs as a result of avoiding other related indirect costs (such as travel mode cost comparisons, the time involved in securing rental vehicle reservations, and travel time to obtain the rental vehicle) will be absorbed into the agency's existing approved budget.

Under the new provisions of K.A.R. 1-18-1a, agencies are responsible for documenting adequate procedures and controls for audit purposes and are encouraged to consider the following:

- Establish internal procedures and guidelines for agency approval of private vehicle mileage reimbursement under the updated regulation including identification of the circumstances for which approval at the higher published private vehicle rate is authorized for the agency,
- Identify the agency designee(s) authorized to make travel reimbursement determinations and any additional internal agency approvals required for reimbursement at the higher published rate

Aside from the change to K.A.R. 1-18-1a, while serving as a general reminder for any employee travel reimbursements:

- proper audit trail documentation should be maintained as travel transactions will still be subject to review by the Statewide Agency Audit Services team

- the minimum information to be provided in the approval document includes the traveler's name, destination, mode of travel, purpose of travel, and dates of travel. Complete itemization of estimated travel expenses is required.

The Employee Travel Expense Reimbursement Handbook (Policy Manual Filing 3.903) and other associated resources will be updated to reflect the changes within K.A.R. 1-18-1a.

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