

STATE AFFAIRS COMMITTEE
February 13, 1963

The meeting was called to order and Mr. Kessinger introduced to discuss H.B. 77. He stated that a few years ago a law was passed to set up the Civil Defense program but failed to provide for the financing of same; that the counties and/or cities could levy to finance it but weren't authorized to spend the money; that the attorney general had ruled that it could be done by "inference" but that this measure just clarified the law.

Mr. Gardner then discussed H.B. 169, a proposal that would provide for a 60 foot instead of a 40 foot right-of-way for county roads. After discussion, Mr. Gardner moved, seconded by Mr. Ford that the bill be reported favorably. Motion carried unanimously.

Mr. Baringer discussed H.B. 159, a proposal to extend the term of county commissioners to six years from four years. He stated that this would permit a staggering, so as to have two experienced men on the commission at all times. Mr. Bunten spoke in opposition to the bill from the standpoint of Shawnee County.

Mr. Shapiro was introduced to discuss a proposal which might result in the introduction of a committee bill. (See material attached.) He stated that all departments would be affected and that representatives of the departments feel that it would be easier to handle if the travel reimbursement situation were clarified. He states that with receipts and vouchers, it is necessary to check each individual case, whereas with a straight per diem, checking could be eliminated. There was considerable discussion concerning this matter and the committee asked a great many questions in an effort to clarify the proposal. Mr. Shapiro stated that if the Committee decided to introduce such a measure, he would see that a bill was then drafted.

Meeting was adjourned.

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STATE DEPARTMENT OF SOCIAL WELFARE
STATE OFFICE BUILDING
TOPEKA, KANSAS

December 21, 1962

Mr. Roy Shapiro
State Controller
Accounts and Reports Division
Department of Administration
Topeka, Kansas

Dear Mr. Shapiro:

In Re: Report of Findings and Recommendations of Committee to Study
State Travel Allowances and Regulations

We the Committee undersigned, having reviewed policies, regulations and procedures presently existing in the State of Kansas and some twenty-five other states, giving special consideration to current living costs and other factors involved in official state travel, submit the following recommendations for your consideration:

1. IN STATE TRAVEL.

That a subsistence (meal and lodging) per diem allowance for in-state travel be established at \$10.00 per day for the period an employee is in official travel status. That fractional days be reimbursed at the rate of \$2.50 for each six hours in travel status, with the following exceptions:

- a. That no reimbursement shall be made for subsistence expense where absence from official station does not exceed four hours.
- b. That entitlement to an additional quarter allowance be earned only if the employee is in such travel status for the major fraction thereof. As an example, the following table is provided:

0	to	4 hours	-	no allowance
4	to	9 hours	-	\$ 2.50
9	to	15 hours	-	5.00
15	to	21 hours	-	7.50
21	to	24 hours	-	10.00

2. OUT OF STATE TRAVEL.

That a flat per diem allowance of \$16.00 be reimbursed to state employees while in out of state official travel status, properly authorized under existing statutes and regulations; that fractional days shall be paid at rate of \$4.00 for each six hour period, with no allowance for an additional quarter day unless the travel status shall include a major fraction thereof.

That no receipts shall be required for any subsistence travel expense, but that receipts shall be required for all transportation, registration fees and other miscellaneous expense except taxi charges, telephone and tips given for transportation services; (tips given with meals and lodging are included in the per diem allowance and may not be charged in addition thereto.)

That exceptions to the foregoing per diem rates involving excessive expenditures for such in or out of state travel may be authorized only upon application to and approval by the Governor for each particular individual case and instance; approval being given prior to the commencement of such travel or incurrence of obligation in connection therewith. That lesser amounts, where considered appropriate by reason of the nature of the travel, type of business being conducted and frequency or regularity of travel, may be adopted and established by the head of any state department, institution or other agency of the State within and below the amounts provided hereinabove.

That if pullman accommodations are utilized, no reimbursement will be made therefor other than the per diem subsistence allowance herein provided.

3. PRIVATE CAR MILEAGE ALLOWANCE.

That the present reimbursement at the rate of seven cents per mile for the use of privately owned vehicles in official business is believed to be adequate in most instances. Consideration possibly should be given to those state employees who are assigned to duty and required regularly, day after day and week after week to travel within urban areas only. In the alternative, it is the opinion of this Committee that if such urban assignment and accompanying travel is an imposition on any one employee, he might, if within the regulations, be assigned a state owned vehicle.

Mr. Roy Shapiro

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This Committee further finds that under the existing state laws and regulations it is not feasible, considering the requirements of all state agencies, to consolidate or modify, toward simplification, existing travel expense claim forms. However, if per diem allowance is adopted, then the General Expense Voucher form should be modified to reflect information required under that plan.

It is, of course, recognized by the Committee, that should the recommendations herein made be adopted, they must be implemented by appropriately revised laws and regulations.

Respectfully submitted,

PAUL J. HALLER
FRANK OWEN
FLOYD A. FLANAGAN
ROBERT E. WARD
JOHN TILGHMAN
JAMES PRITCHARD
BILL WACHS

ARTHUR A. MARTIN
Chairman

AAK/ga