

KDA Mileage Reimbursement Guidelines

Things to Remember:

Field staff or other agency personnel who have a vehicle assigned to them should travel in an agency-owned vehicle whenever practical. Additionally, when multiple staff are traveling to the same destination, all practicality should be taken to reduce the financial burden to the agency.

Policy

Employees should drive state-owned or leased vehicles unless a documented exception applies. Currently, those exceptions are:

- 1) Appointed board members
- 2) Availability of state vehicles – if a state vehicle is not available, documentation must be provided to state why a private conveyance is utilized. Examples include:
 - i. All state vehicles in utilization
 - ii. Short-term repair of state vehicle
 - iii. Location of state vehicles in the fleet / location of employee. Determination of location of employee is based upon employee's official duty station.
- 3) Availability / Locale of rental vehicles – If a rental facility under state contract is within a reasonable distance (15 miles) and available during the necessary timeframe / hours and the employee elects not to utilize this option, their reimbursement will be limited to one-half the standard mileage reimbursement rate.

Exceptions should be documented on either the DA-121 or in the SMART Travel & Expense module, as applicable.

Employees who choose or elect to travel in their private conveyance (vehicle) when a state vehicle or rental is available to them will be limited to one-half the standard mileage reimbursement rate.

Current Reimbursement Rate

\$0.56 per mile for privately-owned automobiles (full reimbursement rate)

\$0.28 per mile for privately-owned automobiles (personal convenience reimbursement rate)

Variances to this policy can be obtained by Secretary Mike Beam, Deputy Secretary Kelsey Olson, or CFO Kellen L. Liebsch.

Updated 12/28/2021

To be reviewed on or before July 1, 2022