KDOT POLICY FOR
CONSULTANT CONTRACT REIMBURSEMENT
FOR
HOTEL AND PER DIEM

Attention Contract Partners:

The following policy for hotels and per diem rates will be effective January 1, 2023, for contracts with consultants and sub-consultants statewide.

<table>
<thead>
<tr>
<th>Standard rate for all Kansas locations except Wichita &amp; KC/OP</th>
<th>Daily Meals (max.)</th>
<th>Per Meal Allowance</th>
<th>Lodging before tax</th>
<th>Max Lodging Addl 50%*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wichita (includes Sedgwick County)</td>
<td>$64.00</td>
<td>Breakfast $9.60</td>
<td>$123.00</td>
<td>$184.50</td>
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<tr>
<td>Lunch $22.40</td>
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<tr>
<td>Dinner $32.00</td>
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*Prior approval required

No out-of-state hotel bills will be reimbursed without advanced written approval (for prime and/or sub-consultant). An amount above these daily rates or un-approved out-of-state stays will not be reimbursed.

Per diem will be allowed only with overnight travel. Per diem reimbursement/invoicing must be submitted with hotel receipt. If the hotel provides breakfast, breakfast per diem reimbursement will not be allowed except for extenuating circumstances. Extenuating circumstance justification must be provided in writing at time of invoice. Submit company’s policy prior to starting work. A summary must be provided with billings recapping costs per day per individual. Please notify your sub-consultants of these rates.

Mileage will be limited to the State of Kansas approved rate of $0.585/mile unless the company has audited vehicle usage rates for their company vehicles. Receipts are required for: Airport parking (limited to $14/day); Tolls, Rental vehicles (economy class only), and Equipment Rentals. Equipment, vehicles, reproduction/printing, CADD, GPS, etc., charged as direct expense must have an audited rate to be used. Direct equipment expenses without an audited rate and “snacks” for meetings will not be allowed.
Reimbursement rates may change as State and/or Federal policies change.

Thank you.

Scott King, P.E., Interim Director
Division of Engineering and Design
Kansas Department of Transportation

C: Pam Anderson, Chief, Bureau of Fiscal Services

01/11/2023
Date