

KDOT POLICY FOR
CONSULTANT CONTRACT REIMBURSEMENT
FOR HOTEL, PER DIEM & MILEAGE

Attention Contract Partners:

The following policy for hotels and per diem rates is effective **October 1, 2024**, for contracts with consultants and sub-consultants statewide.

*Mileage: Please refer to the mileage rate in italics further below that was effective **July 1, 2024**.*

	Daily Meals (max.)	Per Meal Allowance	Lodging before tax
Standard rate for all			
Kansas locations including Wichita (Sedgwick County)	\$68.00	Breakfast \$10.20 Lunch \$23.80 Dinner \$34.00	\$110.00
KC/Overland Park (includes Johnson, Wyandotte, & Leavenworth counties)	\$80.00	Breakfast \$12.00 Lunch \$28.00 Dinner \$40.00	\$135.00

Prior to staying at a hotel with a rate exceeding the allowed hotel rates listed above, Consultant must submit a written request to the KDOT PM requesting approval for the higher rate. The requested higher rate and justification for that rate needs to be included. Please note that even with prior approval by KDOT PM, the *maximum* reimbursable lodging for the Standard Rate locations above is \$165.00 and \$202.50 for the non-Standard locations (before tax). Approvals should include CC to: KDOT.DesignContracts@ks.gov and KDOT.ConPR@ks.gov.

No out-of-state hotel bills will be reimbursed without advance written approval (for prime and/or sub-consultant).

Per diem is allowed only with overnight travel. Per diem reimbursement/invoicing must be submitted with a hotel receipt. If the hotel provides breakfast, per diem reimbursement for breakfast will not be allowed except for extenuating circumstances. Extenuating circumstance justification must be provided in writing at the time of invoice. If more than one person stays in a room, please indicate the names on the receipt. A summary must be provided with billings recapping costs per day per individual.

Please notify your sub-consultants of these rates.

Effective July 1, 2024, the Kansas Department of Administration has increased the vehicle mileage reimbursement rate to **\$0.67/mile** for automobiles. The mileage rate limited to the State of Kansas approved vehicle mileage reimbursement rate of \$0.655/mile for automobiles effective July 1, 2023, will still be used for any mileage claimed for reimbursement before July 1, 2024-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 (consultant- owned), 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 for meetings will not be allowed, neither will meals, beverages or snacks. Please note that actual receipts are required rather than just credit card statements to the extent possible.

Reimbursement rates may change as State and/or Federal policies change.

Thank you.

10/23/2024

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

Date

C: Ami Fulghum, Chief, Bureau of Fiscal Services