

TRAVEL RATES

KCTCS will reimburse for travel rates as listed below:

- Travel arrangement should be made using the most economical and feasible means available.
- Mileage:
 - Reimbursement rate is \$.47 per mile (KCTCS mileage rate reimbursement policy).
- Flights:
 - Reimbursement allowed for coach/economy airline tickets only.
 - Allowable baggage fees are limited to one piece of non-overweight checked luggage.
 - Airport parking will be reimbursed at the lowest “economy” rate available at that airport.
 - Reimbursement for bundled air flight/hotel accommodations are reimbursable only if they are more cost efficient than separate charges.
- Lodging:
 - Reimbursement allowed only if a fully itemized receipt for hotel charges is provided.
 - Hotel incidentals are not reimbursable.
 - Parking must have documentation included for reimbursement.
 - Valet parking will not be reimbursable without a circumstantial justification.
 - Lodging shall be reimbursed per diem rates of \$120/night. If higher costs are required, approval will be needed from KCTCS leadership with justification.
 - Please note that KCTCS has contracted rates with the local Holiday Inn Express in Versailles, Kentucky for \$115/night for standard rooms.
- Meals:
 - Meals shall be reimbursed per diem as follows (per federal rates):
 - Breakfast: \$13
 - Lunch: \$15
 - Dinner: \$26
 - Incidentals: \$5

If applicable, travel requirements shall be mutually agreed upon by Offeror and KCTCS prior to travel arrangements. KCTCS travel approval shall be submitted as supporting documentation for travel cost reimbursement to Offeror.

All efforts for any required training/travel should encourage remote/virtual meetings using Microsoft Team, Zoom or similar platform, if possible.