

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 \$.52 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

Travel requirements shall be mutually agreed upon by Supplier and KCTCS prior to travel arrangements. KCTCS travel approval shall be submitted as supporting documentation for travel cost reimbursement to Supplier.