

State Employee Travel

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Guidance

200 KAR 2:006 (<https://apps.legislature.ky.gov/Law/KAR/200/002/006.pdf>) - Updated Feb. 17, 2021
200 KAR 2:006E as it applies to state employee travel expense reimbursement.

Non-Overnight Travel (/office-of-the-controller/office-of-statewide-accounting-services/Documents/nonovernighttravel.pdf)

Division of Social Security fact sheet designed for KY state government agencies explaining the federal employment tax treatment of meal reimbursements paid without overnight travel.

Rates

Mileage Rate beginning July 1 - September 30, 2026 (/office-of-the-controller/office-of-statewide-accounting-services/Documents/MileageRate.pdf) - Updated quarterly!

This document provides a breakdown of reimbursement rates for mileage in standard rate locations.

The mileage reimbursement rate for July 1 - Sept 30, 2026 is 47¢ per mile.

The mileage reimbursement rate for April 1 - June 30, 2026 is 47¢ per mile.

The mileage reimbursement rate for Jan 1 - March 31, 2026 is 42¢ per mile.

The mileage reimbursement rate for Oct 1 - Dec 31, 2025 is 43¢ per mile.

The mileage reimbursement rate for July 1 - Sept 30, 2025 is 43¢ per mile.

SO 24-101 Meal Reimbursement Rates (/office-of-the-controller/office-of-statewide-accounting-services/Documents/Secretarys%20Order%2021_103.pdf) - Updated 07/03/2024

This document provides updated rates for meal reimbursement.

Kentucky Department of Parks (<http://parks.ky.gov/>)

Additional lodging information

Office of Fleet Management (/office-of-the-secretary/office-of-fleet-management/Pages/default.aspx) - Reserve a state vehicle for work-related travel.

High Rate Travel Areas (/office-of-the-controller/office-of-statewide-accounting-services/Documents/High%20Rate%20Travel%20Areas.pdf) - Updated Sept. 15, 2016

This document provides a listing of areas qualifying for high rate reimbursement for state employee travel.

eMARS Travel Forms

DOA 28 Request for Out-of-State Travel (/office-of-the-secretary/FinanceForms/DOA28 - Revised 03_2023.pdf)

DOA 28A Request for Out-of-Country Travel (/office-of-the-secretary/FinanceForms/DOA28A - Revised 03_2023.pdf)

eMARS 34 Travel Voucher (https://finance.ky.gov/_layouts/download.aspx?SourceUrl=https://finance.ky.gov/Office-of-the-Controller/Office-of-Statewide-Accounting-Services/customer-resource-center/eMars/eMARS34.xls)

eMARS 34B Other Expenses (https://finance.ky.gov/_layouts/download.aspx?SourceUrl=https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/customer-resource-center/eMars/eMARS34B.xls)

eMARS 35 Travel Expense Continuation (https://finance.ky.gov/_layouts/download.aspx?SourceUrl=https://finance.ky.gov/Office-of-the-Controller/Office-of-Statewide-Accounting-Services/customer-resource-center/eMars/eMARS35.xls)

eMARS 36 Travel Voucher/Prepaid Registration Fees: Multiple Cost Distribution (https://finance.ky.gov/_layouts/download.aspx?SourceUrl=https://finance.ky.gov/Office-of-the-Controller/Office-of-Statewide-Accounting-Services/customer-resource-center/eMars/eMARS36.xls)

eMARS 37 Pre-Paid Registration (https://finance.ky.gov/_layouts/download.aspx?SourceUrl=https://finance.ky.gov/Office-of-the-Controller/Office-of-Statewide-Accounting-Services/customer-resource-center/eMars/eMARS37.xls)

State Park Travel Authorization (https://finance.ky.gov/_layouts/download.aspx?SourceUrl=https://finance.ky.gov/Office-of-the-Controller/Division-of-Local-Government-Services/Documents/Copy of Ky State Park Travel Auth Form.xls)

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Contact

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Offices and Divisions

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Kentucky Finance and Administration Cabinet
(<https://www.linkedin.com/company/kentucky-finance-and-administration-cabinet>)



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