TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.kentucky.gov

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Vehicle Regulation

MEMO TO: All Prequalified Consultants

FROM: James H. Wathen, P.E., P.L.S.
Acting Director
Division of Professional Services

DATE: September 7, 2005

SUBJECT: Negotiation of Direct Costs for Mileage, Per Diem and Hotel

600 KAR 6:070 states that travel reimbursements are governed by 200 KAR 2:006, which specify reimbursement rates for state employees. This regulation provides for an adjustable scale for the average gasoline cost. Current Division of Professional Services policy allows a maximum of thirty-two ($.32) a mile for passenger car and forty-five ($.45) cents a mile for a four (4) wheel drive vehicle.

Effective with this memorandum, an average mileage shall be determined from the average of the reimbursement rates of the previous twelve months as governed by 200 KAR 2:006. An interim rate of thirty-six ($.36) cents a mile is hereby established for negotiating for the remainder of September 2005 and will be in effect for one year from the date of this notice.

A premium of thirteen ($.13) cents a mile will be allowed for a four (4) wheel drive vehicle. This will allow for a rate of forty-nine ($.49) cents a mile for a four (4) wheel drive vehicle.

Negotiated Direct Costs for meals are governed by 200 KAR 2:006, which specified reimbursement rates for state employees. Breakfast: authorized travel 6:30am through 9:00am – seven ($7) dollars; lunch: authorized travel 11:00am through 2:00pm – eight ($8) dollars; and dinner: authorized travel 5:00pm through 9:00pm – fifteen ($15) dollars.

Current policy for negotiating direct cost reimbursement for hotel lodging has been: "Hotel" to fifty-five ($55) dollars per night per person; for Survey Field Personnel, change "Hotel" to thirty-five ($35) dollars per night per person.

A hotel rate of Seventy ($70) dollars per night per person is hereby established for negotiating for the remainder of September 2005 and will be in effect for one year from the date of this notice. For Survey Field Personnel, hotel rate of Forty-five ($45) dollars per night per person is hereby established for negotiating for the remainder of September 2005 and will be in effect for one year from the date of this notice.

JWH/AGS
C: Chief District Engineers
Division Directors